



# दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Road, Village : Karhara, Post: Fatehpur P.S : Tekari, District : Gaya (Bihar) Pin-824236

## APPLICATION FOR ISSUANCE OF UNIVERSITY CERTIFICATES (Transcript/Migration/ Character/ Provisional Degree/ Duplicate Certificate)

- Name of the Applicant ..... 2. Enrolment Number.....
- Father's Name..... Year of admission .....
- Nature of the Certificate(s) Required .....
- Examination of this University in which the applicant appeared last: .....  
Programme of study..... Year ..... Date of Result /Viva-voce .....
- Department of ..... School of .....
- In case a candidate applies for Migration Certificate:
  - Name of the University for which the candidate wants to migrate .....
  - Programme of Study .....

Email ID ..... Mobile No. .... Signature of Applicant with date .....

- Note:** 1. All the particulars required should be carefully filled in by the applicant. The office will not be responsible for delay in case the form is not complete in all respect.  
2. The necessary fee may be paid through SBI collect / Demand Draft in the Finance and Accounts Section of The University. Demand Draft should be in favour of "Central University of South Bihar" payable at GAYA.

### (TO BE FILLED BY THE HEAD/DEAN OF THE CONCERNED DEPARTMENT / SCHOOL)

- The information furnished by Shri/Smt/Km. .... is correct as per School record.
- It is also certified that there are no dues outstanding against him / her.

Date: ..... Head of the Department .....

### OFFICE OF THE FINANCE & ACCOUNTS

Fee paid vide **Online / Demand Draft / Cash** (Please tick on appropriate mode of payment)

Mode of Payment : ..... No. & Date of the Instrument : .....  
Amount : ..... Remarks of the Accounts Section : .....

Receipt No. & Date : ..... Signature with Seal of the Verifying Officer .....

### (NO DUES CERTIFICATES FROM ACADEMIC SECTION)

- It is certified that the Migration / Transfer Certificate No. .... dated .....  
Issued from ..... University was / has been received in the Office.
- The student was admitted in the School / Department in the Year ..... and left the University on .....  
There is no dues outstanding against Shri /Smt. Km. ....

Dealing Assistant  
(Signature with date)

Section Officer  
(Signature with date)

Assistant Registrar  
(Signature with date)

### (FOR USE IN THE EXAMINATION SECTION)

Certificate bearing no. .... dated ..... has been issued and necessary entries has been made in the relevant register.

Dealing Assistant (Signature with date)      Section Officer (Signature with date)      Assistant Registrar (Signature with date)      Controller of Examinations (Signature with date)

S.No	Name of the Certificate	Fee	S.No	Name of the Certificate	Fee
1	Duplicate Provisional Certificate / Migration	₹ 200/-	4	Degree Certificate Fee	₹ 500/-
2	Duplicate Marks Sheet	₹ 50/-	5	Change of the Name / DOB of the candidates	₹ 300/-
3	Duplicate Marks Sheet (upto to 04 years)	₹ 100/-	6	Transcript fee (personal)	₹ 200/-
	Duplicate Marks Sheet (04 to 10 years)	₹ 200/-		Transcript fee Additional Copy	₹ 50/- (each)
	Duplicate Marks Sheet (10 to 15 years)	₹ 300/-			