

KURUKSHETRA UNIVERSITY, KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

(‘A+’ Grade, NAAC Accredited)

Serial No.

(To be left blank)

APPLICATION FORM FOR UNIVERSITY DUPLICATE D.M.C./DEGREE/PROVISIONAL CERTIFICATE

Important Note: -

- (i) Read instructions overleaf carefully before filling this form.
- (ii) Use separate form for each certificate.
- (iii) No person is entitled to apply on behalf of another person or to receive Certificate/ D.M.C. personally from the office.
- (iv) Photograph should be attested by the same officer who certifies the application form for the requisite Certificate/Degree, etc.

Affix
Attested
Photograph here

All the particulars given below should carefully, neatly and accurately be filled in by his/her own handwriting. The certificate overleaf must be filled in and signed by one of the authorised officers. The office will not be held responsible for any delay in case the form is found incomplete.

1. Name of the applicant (Block letters)
As per Registration Card
2. Father's name (Block Letters)
3. Reg. No. 4. Man/ Woman
(Issued by the University)
5. Nature of Certificate required
[i.e. Duplicate, Detailed Marks Certificate or Detailed Marks Card or Provisional Certificate or Duplicate Merit Certificate etc. (To be distinctly stated in Block Letters)].
6. Give reasons for applying
7. Name of Examination
Month Year Roll No.
Subjects offered (i) (ii) (iii)
(iv) (v) (vi)
Result (Pass / Fail/ Compartment Marks obtainedout of.....
8. Position in order of Merit (if merit certificate is required).....
9. Name of the College/ University Teaching Departments
(if appeared as a regular candidate)
10. Have you applied for re-evaluation?if so, please indicate the name of
Exam.....Session/Year.....Roll.No.
11. Fee remitted Rs.
(a) University Receipt No., Book No. and Date(also attach original receipt)
(b) No. and Date of Bank Draft
(c) Authorized Bank Scroll No.Date.....Amount.....
(d) Name of PNB Branch..... Distinctive No. of Br.....Dated.....Rs.....
(Also attach original receipt)

I solemnly declare that the particulars filled in by me are correct and in case of any discrepancy found therein, I shall be responsible for the consequences.

Dated

.....

Signature of the Applicant

Important: Candidate should sign here
in the presence of the officer
attested the certificate overleaf.

Address on which the certificate is to be sent (to be filled in by the candidate)

Address

Address

.....

.....

.....

.....

.....PIN.....

.....PIN.....

CERTIFICATE

I certify that the applicant Mr./Miss/Mrs.son/ daughter of Shrihas signed the application overleaf in my presence & whose Photograph has also been attested by me is the same person who got through the examination under particulars mentioned overleaf.

.....
Full Name of Attesting Officer

Signature
Official Stamp

The certificate should be attested by any of the following officers :-

1. Gazetted Officer 2. Chairperson of the Deptt./ Principal of maintained/affiliated colleges 3. First Class Magistrate 4. An officer of the Kurukshetra University up to the rank of Superintendent (except the Superintends of exam branches) or any Authorized Officer of the University 5. Member of Court/Executive Council or Academic Council of the Kurukshetra University 6. Such other persons as may be authorized by the Academic Council for the purpose.

Very Important Note in case of Correction in Regn. No., Name & Father's Name:- Applicant is required to submit a copy of Registration Card duly attested or if Registration Card is not available, the particulars be got verified from the office of the Registration Branch on ground floor of Examination Wing-II as per the following certificate:

Sub: Verification of Particulars

Supdt. (Regn.) is requested to verify the particulars of the following candidate so as to issue Duplicate D.M.C./ Degree please:-

Registration Number	Name	Father's Name

Supdt. (CS)

CS-I,-II

Supdt.(Regn.)

IMPORTANT INSTRUCTIONS

- The applicant/student can deposit the fee **through** following modes:-
 - Postal Orders/Bank Draft in favour of the Registrar, Kurukshetra University, Kurukshetra payable at Kurukshetra
 - Cash can be deposited in any CBS Branch of PNB in India or receipt of authorized Bank of the University bank on the campus (Oriental Bank of Commerce, KUK)
 - Online by visiting university website (www.kuk.ac.in) & attach the receipt with the application form.
 - Debit/Credit cards in cash room (Admn. block) at Kurukshetra University, Kuruskshetra
- The applicants are advised to send the full amount of fees; otherwise the request will not be entertained. The candidates must fill in his/her name and address on the back of the Postal Order. Before sending the Postal Order, it must be ensured that-
 - The date stamp of Post office is clear and (b) it bears the signatures of the Postmaster.
- Candidates are required to submit the identity proof (self attested) while submitting the application form at the counter or by post.
- DMC/Degree/Provisional Certificate will be issued by Regd. Post and will not be issued by hand.
- Fee deposited for University certificate will be refunded only if the University is not in a position to issue the Duplicate DMC/Degree/Provisional Certificate for non-availability of record.
- The requisite Certificate will be issued after due verification on the availability of the concern record. For early issue of the requisite certificate, if possible, Xerox copy of it may be appended with this form.
- In case of change in name/correction in particulars, D.M.C./Certificate already issued in original may be attached with this application form.
- In case of loss of Duplicate Certificate/D.M.C./Degree, subsequent certificate(s) will only be issued by submitting an affidavit duly attested by the 1st Class Magistrate stating cogent reasons for loss/theft etc.
- Duplicate certificate will be issued after three months from the declaration of result and can only be issued after the submission of an undertaking to the effect that the original D.M.C. has been lost/lost in transaction/dark.

FEE FOR VARIOUS CERTIFICATE

- Duplicate D.M.C. Rs. 300/-
- Duplicate Degree/ Provisional Certificate Rs. 500/-

Note :- Postal charges to be paid extra @ of Rs. 200/- for abroad and more depending on the weight of envelope and Rs. 50/- within the country.

