



ABHILASHI UNIVERSITY

Chailchowk, Tehsil Chachyot, District Mandi, HP – 175028, India

APPLICATION FOR OBTAINING CERTIFICATE

(Please Use Separate Form for Each Certificate)

For Office Use Only

No.....

Date.....

The Controller of Examinations / Registrar
Abhilashi University

Sir,

I request you please issue me the Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My signature and particulars given below are attested by the Dean/ HOD/ Principal concerned & I am attaching the required documents.

Yours faithfully

Date:

CANDIDATE

PARTICULAR

(To be filled in Block Letters only)

- Candidate's Name
- Father's Name
- Address Pin Contact
- Registration Number Course Session
- Name of Last Exam Passed Month Year
- Certificate Required
- Fee payment details:

Amount (Rs.)	DD No./Receipt No./Transaction ID	Date	Name of the Bank	Branch

DEAN/ HOD/ PRINCIPAL concerned

I authorized to collect my Certificate

Specimen Signature of Messenger

CANDIDATE

_____ For Office Use Only _____

Received application for Certificate
from Mr./Ms.

Date

For Abhilashi University

I Received the Certificate mentioned above

Date

CANDIDATE

RULES

(Please read carefully)

1. The application must be completed in all respects and to be submitted with the recommendation of Head of Department along with self attested copy of documents.
2. All Certificates are to be collected from the University during office hours. Time limit for issuance of Certificates is 7 (seven) working days from the date of submitting the application.
3. Fee and documents required to be submitted with the application form:

SN	Name of Certificate	Fee (Rs.)
1	PROVISIONAL DEGREE/ DIPLOMA CERTIFICATE (attach copies of all the marksheets)	1000/-
2	DUPLICATE MARKSHEET / MIGRATION / PROVISIONAL (attached a copy of F.I.R./Affidavit)	1000/- Each
3	CORRECTION IN MARKSHEET / CERTIFICATE (attach copies of all the relevant documents) * Free if reported within 3 months from issuing of document and in case the error is on University part.	1000/- Each
4	CONSOLIDATED MARKSHEET/ TRANSCRIPTS (attach copies of all the marksheets)	1000/-
5	MIGRATION CERTIFICATE (attach copies of all the marksheets) a. After passing the examination for the applicant was studying b. Before passing the examination for which applicant was studying	500/- 5000/-
6	CHARACTER CERTIFICATE	200/-

Note: Postage Charges Rs. 100/- extra (if required by post)

4. You may pay fees by Cash / Demand Draft in favour of **Finance Officer, Abhilashi University** payable at **Nerchowk** or in any mode as prescribed by the University from time to time. No other mode of payment will be accepted.

You may collect the Certificates in Person or can also fill up this form and send it along with DD by Speed Post to: **Controller of Examination, Abhilashi University, Chailchowk, Tehsil Chachyot, District Mandi, HP – 175028, INDIA.**