

# HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY, SRINAGAR-GARHWAL

(A Central University)

Uttarakhand 246174



## Application Form for Degree/ Provisional Certificate/ Migration/ Transcript/ Bonafide/ Correction/ Verification/ Language Certificate/ Duplicate Degree or Mark Sheet etc.

Fee can be paid digitally through payment gateway  
URL: <https://forms.eduqfix.com/hnbgaruvi/add>

### Details of Fees (in Rupees)

(1) Original Degree	400/-	(9) Duplicate Marksheet (hand made)	300/-	(17) Transcript	1500/-
(2) Duplicate Degree	1000/-	(10) Correction in Marksheet (after 1Yrs)	200/-	(18) Bonafide Certificate for passed out student	250/-
(3) Ph.D./D.Phil Degree	500/-	(11) Correction in Marksheet (after 2Yrs)	400/-	(19) Verification for Private Sector	1500/-
(4) Provisional Degree (within 4 years)	120/-	(12) Correction of Degree (after 1Yrs)	450/-	(20) Verification for Govt. Sector (except police or Court)	500/-
(5) Provisional Degree (after 4 years)	400/-	(13) Correction of Degree (after 2Yrs)	800/-	(21) Certificate of medium/language	500/-
(6) Migration Certificate	150/-	(14) Course Matching & Verification	1000/-	(22) Document Attestation (Each copy)	25/-
(7) Duplicate Migration Certificate	800/-	(15) Change of Examination Centre	1500/-		
(8) Duplicate Marksheet Computerised	300/-	(16) Admission Centre Transfer	2000/-		

### **Application For** .....

- Name (as per Final Year Mark sheet)
  - Name (in English Capital letters) .....
  - उके ऱगुनह एड .....
- Father's Name: (in Capital letters) ..... ऱगुनह एड .....
- Mother's Name: (in Capital letters) ..... ऱगुनह एड .....
- Date of Birth: .....
- Name of Course Passed: ..... Regular/Private: ..... Division: .....
- Roll No: ..... Enrolment No:(G) ..... Regd. No: .....
- Year of Passing ..... Batch .....
- Name of Campus/College: .....
- Subjects/Papers/Title of Ph.D/M.Phil. thesis (both in Eng & Hindi):  
.....  
.....  
.....
- Correspondence Address with Email & Mobile No. ....

Date:

(Signature of Applicant)

### **For Office (Account Section) Use Only**

Received a sum of Rupees ..... through Cash/Bank Draft/Online transfer and entered in the Cash Book No: ..... Receipt No: ..... Date: .....

(S.O.)

(Cashier)

### **Registered/Speed Post**

To \_\_\_\_\_

The applicant to write the detailed  
Address where the certificate to be sent  
(in capital letters)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Receipt for Student Reference**

Received application form from (student name) .....  
Class ..... Roll No: ..... Enrolment No:(G) .....  
on dated ..... for issuing of .....

Receiver Signature with Name,  
Designation & Rubber stamp

## General Instructions

1. For obtaining various certificates like Degree/Provisional/Migration/Transcript/Bonafide/Duplicate Degree or Mark sheets/Correction/Verification of educational degree etc. related to course of study one can apply in the prescribed format available on the homepage under "Download" on the university website [www.hnbggu.ac.in](http://www.hnbggu.ac.in) and filled in application along with necessary documents and proof of fee deposit may be sent to the **Asstt. Registrar (Exam), HNB Garhwal University, Srinagar Garhwal, Uttarakhand, Pin-246174** by speed post/courier or scan copies can be sent through email to:

For	(a) Degree (original/duplicate)	- degreehnbg@gmail.com
	(b) Provisional Certificate (UG/PG)	- soexamhnbg@gmail.com
	(c) Provisional Certificate (Ph.D/M.Phil)	- deputyregistrarresearch@gmail.com
	(d) Migration	- migrationhnbg@gmail.com
	(e) Transcript/Bonafide Certificate/Certificate of Medium of Study/Verification Letter etc.	
	Conventional Courses	- confidentialmainhnbg@gmail.com
	Professional Courses	- confidentialprofnhnbg@gmail.com

Also a copy may be forwarded to arexamhnbg@ OR drexamhnbg@gmail.com

### Documents to be enclosed:

**For Provisional Certificate:** Self attested copies of all mark sheets/Thesis submission certificate & date of Viva-voce.

**For Degree (UG&PG):** Self attested copies of all mark sheets/provisional certificate/Internship completion certificate etc.

**For Degree (Ph.D./M.Phil):** Self attested copies of Pre-Ph.D/M.Phil mark sheet/Provisional Certificate.

**For Migration:** Self attested copies of mark sheet/Provisional Certificate.

**For Transcript/Bonafide:** Self attested copies of all mark sheet/degree etc. and Reference No. of the agency (if applicable).

**For duplicate degree/mark sheets/migration etc.:** Self attested copies of mark sheets/degree etc and **FIR** (original).

**For Certificate of Medium of Instructions:** Self attested copies of mark sheets and certificate of medium of study from respective College/Campus.

**For correction in certificate/mark sheet:** Original copy needs to be submitted along with other documents.

**For change of Exam Centre:** Self attested copies of mark sheets and NOC from both the centres.

2. Fee has been mentioned against each item in the application format. If fee has been paid already, same shall be verified from university cash counter.
3. Payment of fee can be made directly through payment gateway link [ URL: <https://forms.eduqfix.com/hnbgaruvi/add> ] available on university website in the designated university savings bank account (a/c no. **50100191222332** IFSC: **HDFC0002078**, a/c holder- Finance Officer, HNBGU) OR through University Cash Counter..
4. For sending any certificate/educational verification etc. outside India, postal charges @**Rs.1500/-** (Rupees Fifteen Hundred only) to be paid **extra** apart from the prescribed fee. However, no extra postal charge to be paid for receiving any certificate within India. Transcripts & verification can also be sent digitally in **PDF format** to the verification agency with **Reference No/Students ID** etc without any extra postal charge.
5. Separate applications should be submitted for different certificates. Applicants are advised to write own address in detail and clearly readable (in capital letters) the place to sent the certificate along with reference no./student ID etc., if any.
6. All candidates are advised to apply for any documents well in advance since verification of records requires considerable time. The process shall take minimum three weeks time from the date of receipt of the application completed in all respect.
7. All entries in the application format to be entered compulsorily/carefully. Incomplete application form shall be rejected.

**Registrar**