



Sri Guru Ram Das University of Health Sciences, Sri Amritsar

Application for Issuance of Transcripts/Verification of Qualifications/ Attestation of
Photocopies of DMC's/Certificates/Diploma/Degree Etc.

(To Be Filled In Strictly By the Candidate Only)

(SEE INSTRUCTIONS OVERLEAF)

S No.	Particulars	Details					
1	Name of Course						
2	Name of College						
3	University Registration No.						
4	Student Name						
5	Father's Name						
6	Mother's Name						
7	Type of Documents Required (Pls Tick)	Transcript/ Verification of documents/ Attestation of Photocopies of DMC's/ Certificates/ Diploma/ Degree.					
8	No. of Copies required						
9	Reason for applying						
10	Fee Detail (Pay Fee only through University Online System)	Online Ref./ID No.: _____ DOB: _____ Date _____ Amount: _____ (Please Enclose printed e-receipt of online payment)					
11	Address, Email & Mobile No of the student	_____ _____ _____ E-Mail Address : _____ Mobile No. : _____					
12	Name and Full Address of the Institution for Dispatch of Documents	_____ _____ _____ E-Mail Address : _____					
Detail of examination passed :							
13	S. No.	Name of Examination	Session/ Year	Roll No.	Marks Obtained	Max Marks	Name of the College
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						

Note: (Mode of Payment:- Payment through Demand Draft in favor of Registrar, SGRDUHS)

I hereby authorize Mr./Ms. _____ to collect the above said documents from the university, Personally, his/her signature are as under: (If documents are to be collected on behalf of the candidate).

(Signature of the authorized Person)

Date _____

Full Signature of the Applicant

IMPORTANT INSTRUCTIONS

1. Attach photocopy(ies) each of certificates/diploma/Degree of all the Examination passed.
2. The fee will be charged separately for each Institution/University and afresh, each time, if an application is made for the purpose.
3. The full postal expenses - for dispatch of Transcripts/Photocopies of certificates/Diploma/Degree shall be borne by the applicant only.
4. The applicant himself/herself/ through his/ her authorized person may receive the transcript/ attested qualification /photocopies of DMCs/Certificate/Degree etc. from the University, personally, which would be given in a sealed envelope addressed to the concerned Institute/Organisation.
5. **Please bring your original identity card (Passport/Adhar card etc.) for verification of documents if coming personally. Otherwise fees will be charged 100 US dollar.**
6. Detail of fee is as under:

<u>S No</u>	<u>Details</u>	<u>Amount</u>
1.	Fee for application Performa	Rs. 50.00
2.	* Fee for transcript/verification of qualification (each time) 1 Set	Rs. 500.00*
3.	* Fee for official attestation of photocopies of the DMCs/ Certificate/ Diploma/ Degree (each time) One set	Rs. 500.00*
4.	Fee for transcripts/verification of qualification attestation of Photocopies of DMCs/Certificates/ Diploma/Degree/ Syllabi for candidate residing abroad (each time) (Maximum 3 sets of single address)	US Dollar(\$) 100 or equivalent in Indian rupees
5.	Postal expenses for sending transcripts/verification of Qualification. Attested photocopies of DMCs/certificate/ Diploma/Degree (for each Institute Each time)	<p><u>Within India</u> Rs. 100.00 OR Actual expenses whichever is higher.</p> <p><u>Outside India</u> For Regd. Letter :- US Dollar(\$) – 10 For Speed Post :- US Dollar(\$) – 30</p>

Note : * Please bring your original identity card (Passport/Adhar card etc.) for verification of documents if coming personally. Otherwise fees will be charged 100 US dollar.