

# 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 1 Yrs)	200/-	(18) Bonafide Certificate for passed out student	250/-
(3) Ph.D./D.Phil Degree	500/-	(11) Correction in Marksheet (after 2 Yrs)	400/-	(19) Verification for Private Sector	1500/-
(4) Provisional Degree (within 4 years)	120/-	(12) Correction of Degree (after 1 Yrs)	450/-	(20) Verification for Govt. Sector (except police or Court)	500/-
(5) Provisional Degree (after 4 years)	400/-	(13) Correction of Degree (after 2 Yrs)	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.....

**(Applicants should write Name and Parents name in Hindi compulsorily)**

1. Name (as per Final Year Mark sheet)

(i) Name (in English Capital letters).....

(ii) नाम (हिन्दी में); .....

2. Father's Name: (in Capital letters) ..... (हिन्दी में) .....

3. Mother's Name: (in Capital letters) ..... (हिन्दी में) .....

4. Date of Birth:.....

5. Name of Course Passed:..... Regular/Private:..... Division:.....

6. Roll No:..... Enrolment No:(G)..... Regd.No.(Ph.D/M.Phil).....

7. Year of Passing..... Batch.....

8. Name of Campus/College:.....

9. Subjects/Papers/Title of Ph.D/M.Phil. thesis (both in Eng & Hindi):  
.....  
.....  
.....

10. 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 with Phone No. where

the certificate to be sent

(in capital letters)

Mobile No.....

### Receipt for Student Reference

Received application form from (student name).....

Class.....Roll No:.....Enrolment No:(G).....

on dated.....for issuance 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 credential etc. related to course of study one can apply in the prescribed format available on the homepage under "Download" on the university website [www.hnbg.ac.in](http://www.hnbg.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)	- hnbgudegree@gmail.com
	(b) Provisional Certificate/Marksheet (dup/corrected)	- soexamhnbg@gmail.com
	(c) Provisional Certificate (Ph.D/M.Phil)	- deputyregistrarresearch@gmail.com
	(d) Migration	- somigrationhnbg@gmail.com
	(e) Transcript/Bonafide/Certificate of Medium of Study/Verification/Attestation Letter etc.	
	Conventional Courses	- confidentialmainhnbg@gmail.com
	Other Technical/Professional Courses	- confidentialprofhnbg@gmail.com

A copy may also be emailed to [arexamhnbg@gmail.com](mailto:arexamhnbg@gmail.com)

### Documents to be enclosed apart from fee receipt:

- For Provisional Certificate:** Self attested copies of all mark sheets/Thesis submission certificate & date of Viva (Ph.D/M.Phil).
- For Degree (UG & PG):** Self attested copies of all mark sheets/Internship completion certificate (if applicable) 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 sheets.
- For Verification:** Self attested copies of all mark sheet/degree.
- 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 affidavit (only for correction in names) 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, need not pay again and same has to 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 under online facility 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 the address in detail and clearly readable (in capital letters) the place to sent the certificate along with reference no./student ID etc., if any. The University shall not be responsible for any delay/misshaping of postal department.
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/incorrect application form shall be rejected.

**Registrar**