



# Mohammad Ali Jauhar University, Rampur

## Office of the Controller of Examinations

(Degree Unit)

### APPLICATION FOR DEGREE/DIPLOMA/CERTIFICATE

(Not Valid for Second Copy)

Regn. No.: .....

(ENTRIES TO BE MADE BY THE CANDIDATE IN CAPITAL LETTERS)

1. Personal Particulars of Candidate:  
(Please ensure that your name in the MARKSHEET is correctly spelled as per the HS/SSC or equivalent exam before applying for issue of Certificate/Diploma/Degree)

a. Name:

b. Date of Birth: 

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

  
i. Father's Name: Mr. ....  
ii. Mother's Name: Mrs. ....

c. Aadhaar No:

d. Permanent Address: .....  
.....  
..... PIN

E-mail: ..... Mob. No.: .....  
e. Address for correspondence/ mailing the Degree/  
Diploma/Certificate: .....  
.....  
..... PIN

f. Gender: Male:  Female:

2. How do you wish to receive the document?  
(a) Personally? (Write Yes/No) .....  
(b) By registered Post? (Write Yes/No) .....  
(If yes, give mailing address in column 1 (e) clearly and  
enclose postage stamps & self addressed envelopes as  
mentioned on next page)  
(c) Through a employee of MAJU or Guardian  
(Write Yes/No) .....  
(If Yes, give an authority letter, as per proforma given on next  
page.)

3. Particulars of course for which  
the document is required:  
a. Name of the course:  
.....  
b. Year of passing: ..... Division: .....  
(Attach a photocopy of the final year mark sheet.)  
c. Roll No.: .....  
Enrolment No.: .....  
d. In case of M.Phil/Ph.D.: .....  
(Please attach a Photocopy of the Notification)  
4. Have you taken Migration Certificate?  
(Write Yes/No) .....  
If yes, Migration Cert. No. .... dated.....  
(Dealing Asstt., Degree Unit, to verify)  
5. Have you taken provisional certificate?  
(Write Yes/No) .....  
If yes, please attach a photocopy of the provisional  
Certificate

Date ..... Signature of the Candidate  
Place ..... (Not in Capital Letters)

(Office use only)  
Regn. No. ....  
Dated .....

## ACKNOWLEDGEMENT

(TO BE FILLED IN BY THE CANDIDATE)

(This slip must be produced along with the proof of identity (Aadhar Card) at the Degree counter for receiving the document)

Name of the Candidate:

Applied for issue of original degree/diploma/certificate of ..... exam passed in  
the year ..... with Roll No. .... Enrolment No. ....

**IMPORTANT**

Application form received. If found,  
incomplete on scrutiny, be rejected.

Dealing Assistant  
(Degree Unit)

**DUES CLEARANCE MUST BE OBTAINED BY THE CANDIDATE**

S.No.	Departments	Comments	Signature
1.	Hostel, if Hostler		
2.	Faculty/Department		
3.	Sports		
4.	Mumtaz Central Library		
5.	Account Section		

**Conditions/Instructions to the Candidates**

1. Each information/verification/document, etc. sought from the candidate, as shown overleaf and above, is an essential requirement for issue of the Degree/Diploma/Certificate and must therefore be furnished/enclosed.
2. For mode of delivery of the Degree/Diploma/Certificate, please fill in column 2 overleaf carefully and completely. No Change will ordinarily be accepted.
3. The Degree/Diploma/Certificate must be collected within three months from the date of application.

**PROFORMA FOR AUTHORITY LETTER**

(To be type/written on a separate sheet)

I hereby authorize the following MAJU employee/Guardian, whose particulars are given below, to receive my Degree/Diploma/Certificate ..... Exam of ..... The acknowledgement of the application registered under no ..... dated ..... is enclosed.

**PARTICULARS OF THE AUTHORISED PERSON:**

1. Name in full .....
2. Relation .....
3. Designation (if employee in MAJU) .....
  - a. Department/Office .....

Date ..... Signature .....

Signature of Applicant .....

**ATTESTATION BY HEAD OF THE DEPT./OFFICE:**

The authorized signatory is a MAJU employee working in this Dept./Office. She/he has signed before me:

1. Signature .....
2. Name in full .....
3. Designation.....
4. Department/Office .....

Date ..... Seal .....

**CHECK LIST: (Please tick ✓ the boxes or write 'NA' if not applicable)**

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| 1. Cash Receipt (Convocation Fee @ Rs. 1000/-)   | <input type="checkbox"/> | 5. The candidate will collect the document personally.  | <input type="checkbox"/> |
| 2. The candidate has signed at the end of the form   | <input type="checkbox"/> | OR  |                          |
| 3. An attested photocopy of H.S./SSC (Class X) Certificate/mark sheet is enclosed.                                     | <input type="checkbox"/> | Postage stamps worth Rs. 60/- with 3 self addressed envelopes enclosed.                                 | <input type="checkbox"/> |
| 4. An attested photocopy of the exam for which the Degree/Diploma/Certificate is required and applied for is enclosed. | <input type="checkbox"/> | OR  |                          |
|  |                          | An authority letter on a separate sheet, as per above proforma, has been given to the authorized person | <input type="checkbox"/> |

**IMPORTANT**

The Degree/Diploma/Certificate will be handed over only either to the candidate or his/her authorized representative holding a position in MAJU, on production of documentary proof of identity, or will be sent by registered post to the address mentioned in the relevant column, (if three self addressed envelope with postage stamps worth Rs. 60/- kept in a small envelope, are submitted along with the application form).