



UTKAL UNIVERSITY OF CULTURE
Sardar Patel Hall Complex, Unit-II, Bhubaneswar- 751009

APPLICATION FORM FOR ISSUE OF

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| 1. DEGREE CERTIFICATE | 2. MARK SHEET-CUM-PROVISIONAL CERTIFICATE |
| 3. DUPLICATE DEGREE CERTIFICATE | 4. DUPLICATE MARK SHEET-CUM-PROVISIONAL CERTIFICATE |
| 5. CORRECTED DEGREE CERTIFICATE | 6. CORRECTED MARK SHEET-CUM-PROVISIONAL CERTIFICATE |
- (tick mark which is required)

1. Name of the applicant : _____
(in capital letters) (copy of HSC should be enclosed)
2. Name of the examination : _____
3. College/Deptt. from which appeared : _____
- 4.(a) Year of Examination : _____
- (b) Roll No. allotted in the above : _____
said examination
- (c) Registration number allotted : _____
by the University

(Photocopy of the Registration Receipt/Marks Sheet/Degree Certificate/Admit Card should be enclosed in case of issue of duplicate)
(In case of correction of Degree Certificate/Marks Sheet, the original copy of the said certificate should be enclosed.) (In case of correction of spelling of the name, a photocopy of the Class X/HSC Certificate be enclosed)

5. Whether affidavit from : YES / NO
Executive Magistrate enclosed
(only in case of issue of duplicate degree certificate and mark sheet)
6. Particulars of fees paid : Rs. _____
(No fees for correction of certificates) Rupees _____
(Challan No. & Date) : _____
7. Complete Postal Address : _____
with Mobile Number : _____
(if required to be sent by post please : _____
enclose a self-addressed envelope with : _____
required postage stamp) : _____
8. Details of correction needed : _____

Signature of the candidate

This application is forwarded to Controller of Examinations,
Utkal University of Culture for necessary action
(This is required only for issue of duplicate or corrected Mark Sheet-cum-Provisional Certificate)

Signature of the Principal
(with seal)

Name of the College/Institution _____

INSTRUCTIONS

1. The fee for issue of Degree Certificate
Nil if issued within one year of the concerned Convocation
Rs. 100/- per year for subsequent years subject to maximum of Rs. 500/-
The fee for issue of Mark Sheet-cum-Provisional Certificate Nil
The fee for issue of duplicate degree certificate Rs. 300/-
The fee for issue of duplicate Mark Sheet-cum-Provisional Certificate Rs. 100/-
The fee for issue of corrected Degree Certificate &
Mark Sheet-cum-Provisional Certificate Nil
2. The requisite fee may be remitted in the United Bank of India, Market Building Branch, Bhubaneswar through challan. The challan form is available in the University office or in the said bank.
3. For issue of duplicate/corrected Mark Sheet-cum-Provisional Certificate, regular candidates of colleges should fill in and submit this form duly forwarded by the Principal of the concerned colleges/institutions in the place provided in this form.
4. Separate application form shall be used for each examination.
5. Duplicate Degree Certificate and Mark Sheet-cum-Provisional Certificate will be issued only upon production of an affidavit signed in the court of Executive Magistrate to the effect that the certificate has actually been lost/destroyed. Duplicate of Degree Certificate is not issued under any other circumstance.
6. Incomplete applications will be summarily rejected without any intimation to the applicant.
7. **DUPLICATE OR CORRECTED DEGREE CERTIFICATE AND MARK SHEET-CUM-PROVISIONAL CERTIFICATES WILL BE ISSUED AFTER THREE DAYS (3 days) FROM THE DATE OF SUBMISSION OF APPLICATION ALONG WITH THE FEES.**
8. In respect of M.Phil/Ph.D. Examinations, the Xerox copy of the notification be enclosed along with the application form.