

UTKAL UNIVERSITY OF CULTURE

Sanskruti Vihar, Madanpur, Bhubaneswar-752054 Phone – (0674) 2972313, E-mail: mailboxuuc@gmail.com Website: www.uuc.ac.in

APPLICATION FORM FOR ISSUE OF

	DEGREE CERTIFICATE		MARK SHEET-CUM-PROVISIONAL CERTIFICATE
	DUPLICATE DEGREE CERTIFICATE		DUPLICATE MARK SHEET-CUM-PROVISIONAL CERTIFICATE
	CORRECTED DEGREE CERTIFICATE		CORRECTED MARK SHEET-CUM-PROVISIONAL CERTIFICATE
	(t	ick ma	rk which is required)
1.	Name of the applicant (in capital letters) (copy of HSC should be encl	losed)	:
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		:
(In case	opy of the Registration Receipt/Marks Sheet/De e of correction of Degree Certificate/Marks Sheet ing of the name, a photocopy of the Class X/HS	t, the or	ertificate/Admit Card should be enclosed in case of issue of duplicate) riginal copy of the said certificate should be enclosed.) (In case of correction facte be enclosed)
5.	Whether affidavit from : Executive Magistrate enclosed (only in case of issue of duplicate degree certificate and m		: YES / NO
6.	Particulars of fees paid (No fees for correction of certificates)		: Rs 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

INSTRUCTIONS

1. The fee for issue of Degree Certificate

Nil if issued within one year from the date of Convocation then Rs. 100/- per year for subsequent years

The fee for issue of Mark Sheet-cum-Provisional Certificate

The fee for issue of duplicate degree certificate

Nil 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 through On-Line Mode (uuc.ac.in Pay Online-Fee for Existing Students). The payment receipt (reference Number starting with "DU") is to be enclosed.
- 3. Separate application form shall be used for each examination.
- 4. 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.
- 5. Incomplete applications will be summarily rejected without any intimation to the applicant.
- 6. 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.
- 7. For issue of Provisional Certificate in respect of D.Litt. and Ph.D. Examinations, the Xerox copy of the notification be enclosed along with the application form.