

HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY, SRINAGAR-GARHWAL

(A Central University)



Application Form for obtaining Degree/Provisional Certificate/Migration/Transcript/Bonafide/
Language Certificate/Duplicate Degree or Marksheet etc.

Registrar
HNB Garhwal University
Srinagar-Garhwal- 246 174
registrar.hnbgu@gmail.com

Student can digitally transfer fee directly in University SBI
A/c: 32134698889 IFSC:SBIN0010583

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.....

- Name (as per Final Year Marksheet)
 - Name English: (in Capital letters).....
 - नाम (हिन्दी में):.....
- Father's Name: (in Capital letters)..... (हिन्दी में).....
- Mother's Name: (in Capital letters)..... (हिन्दी में).....
- Date of Birth:.....
- Roll No:..... Enrolment No:(G).....
- Year of Passing..... Batch.....
- Name of Course Passed:..... Regular/Private:..... Division:.....
- Name of Campus/College:.....
- Subjects/Papers:
 - 1.....
 - 2.....
 - 3.....
 - 4.....
 - 5.....
 - 6.....
- Email:..... Mobile/Telephone No:.....
- Correspondence Address:.....

Note: Please enclose photocopy of all marksheets/degrees.

***For obtaining Duplicate Migration/Degree/Marksheet etc, Student needs to enclose original FIR also.**

(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:.....on.....

(S.O.)

(Cashier)

Registered/Speed Post

To _____

The applicant to write the detailed

Address where the certificate to be sent

(in capital letters)

Receipt for Student Reference

Received application form from (student name).....
Class..... Roll No:..... Enrolment No:(G)..... on dated..... for
issuing of

Receiver Signature with Name,
Designation & Rubber stamp

General Instructions

1. For obtaining various certificates like Degree/Migration/Transcript/Bonafide/Duplicate Degree or Mark sheets/Verification of educational degree 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 and filled in application along with necessary documents and fee receipt may be sent to the Registrar by speed post/courier or can be sent through email to:

- For
- (a) Degree (original/duplicate) - degreehnbg@gmail.com
 - (b) Provisional Degree - soexamhnbg@gmail.com
 - (c) Migration - migrationhnbg@gmail.com
 - (d) Transcript/Bonafide Certificate/Certificate of Medium of Study/Verification Letter etc.
 - (i) Conventional Courses - confidentialmainhnbg@gmail.com
 - (ii) Professional Courses - confidentialprofhnbg@gmail.com

Also a copy may be forwarded to drexamhnbg@gmail.com

2. Fee has been mentioned against each item in the application format.
3. Payment of fee can also be made digitally in the designated university bank a/c mentioned on the application format OR by DD in favour of Finance Officer, HNBGU payable at Srinagar Garhwal.
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.
5. For obtaining duplicate degree/mark sheets etc. in case of lost/theft, FIR (in original) to be enclosed with the application form along with other necessary documents and fee receipt.
6. Certificate of Medium of Instruction can be issued on the basis of a certificate of medium of study from the respective college/campus.
7. For any correction in degree/mark sheet, original degree/mark sheet need to be enclosed along with the application form.
8. Applicants are advised to own 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.
9. All candidates are advised to apply for any degrees/transcripts/verification etc. 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.
10. All entries in the application format to be entered compulsorily/carefully. Incomplete application form shall be rejected: