

HIMACHAL PRADESH UNIVERSITY

GYANPATH, SUMMER HILL, SHIMLA-171005

Application form for University Duplicate Marks Card/Certificate/Degree, Merit Certificate & Name Correction for all Undergraduate/Post Graduate/Professional Courses. [For details of fee updates visit www.hpuniv.nic.in & www.hpuniv.in]

Fee For:

Duplicate Marks Card/Degree : Rs. 300/-, 600/-, 1200/- (1st time, 2nd time & 3rd time)

Merit Certificate : Rs. 500/-, 1000/- (1st time & 2nd time)

Name Correction : Rs. 600/-

Important Note:-

1. Use Separate Form for each certificate.
2. The certificate give over-leaf may kindly be signed by any one of the following:-
 - a. Dean/Head of the Department in case of Regular students.
 - b. Principal concerned in case of Private Students.
 - c. Gazetted Officer or the First Class Magistrate or Principal of the High/Higher Secondary School recognized by the H.P. Education Department and Officer of the University not below the rank of Asstt. Registrar in case of Private Students.
 - d. Director of Correspondence in case of ICDEOL students. Candidate applying for University Duplicate Degree Certificate should submit affidavit from the Magistrate First Class.
 - e. All the particulars given below would be filled carefully, neatly and accurate in block letters by the candidate. The office will not be responsible for any delay in case of form is not completed in all respects.

Particulars of the Candidate

1. Name of the Candidate _____ Date of Birth _____

2. Father's Name _____

3. Examination Passed _____ Month _____ Year _____

4. Examination Roll No. _____ Marks obtained _____ Division _____

5. Title of course Pass Marks Obtained when passed

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

6. State the nature of the Certificate required i.e. duplicate of the Detailed Marks Certificate/ duplicate degree/ Name Correction/ Merit of the Provisional Certificate and Degree etc. _____

7. Reason for applying _____

8. Name of the College from which appeared _____

9. Name of the Certificate, District in which appeared as Private Candidate _____

10. Address for dispatch of certificate/Correspondence _____

11. Position in Merit if certificate required _____

Amount of Fee sent Rs. _____ IPO's/Bank Draft No. _____ Dated _____
in Favour of "Finance Officer, H.P. University, Summer Hill, Shimla-171005".

(Signature of the Candidate)

Particulars given above are verified that there is no objection to be issued of the desired Duplicate Detailed Marks/Degree /Provisional Merit Certificate.

Head of Deptt.
Director of ICDEOL
(office seal) H.P. University, Shimla

(For office use)

Particulars checked duplicate certificate/degree/Merit certificate issued bearing series no. _____

Section Officer (Examinations)

Dealing Assistant