



BHATTADEV UNIVERSITY

BAJALI, PATHSALA-781325 (ASSAM)

Application form for Provisional Certificate

Rule 1-7 overleaf
must be strictly
adhered to

1. Name in full (in block letter):.....
2. BU Registration No. & Year :.....
3. Father's Name :.....Mother's Name:.....
4. Permanent Address : Town/Vill:.....P.O.:.....
P.S.:.....Dist.:.....State:.....PIN.....

5. Examination Passed	Name of University	Year of Examination	Examination Roll No.	Result (CGPA)
H.S.L.C.				
H.S.S.L.C.				
B.A./B.Sc./B.Com.				
M.A./M.Sc./M.Com.				
Ph.D.				
Others				

6. Particulars of Certificate prayed.

Name of Certificate	Examination Roll No.	Result (CGPA)	Year of the Examination

7. Postal Address with the code to which Certificate should be send.
.....

8. Amount of fees paid	SBI Collect Receipt No. & Date

DECLARATION BY THE APPLICANT

9. I declare that the above particulars are true to the best of my knowledge and belief. If found otherwise I shall be liable to action.

Date:.....

Full Signature of the applicant

RECOMMENDATION OF THE ACADEMIC REGISTRAR

This is to certify that Shri/Smti.....Regd. No.....
of.....a student of.....classes passed the.....
Examination in.....held in.....Roll No.....under BU and
was placed in.....class/Division/Simple Pass. The Certificate so issued from the University may
be sent in the address given in Col. 7 above or may be allowed to receive from the University Office if so
desires as per University rules.

Memo No.

Date :

Signature of the Academic Registrar

OFFICE NOTES & ORDERS

Recommended for
Signature

Checked
Certificate may be prepared

Examination record verified
fees as shown have been paid

Academic Registrar/
Asstt. Academic Registrar

Superintendent (Cert.)

Dealing Asstt.

RULES

1. The application must be completed in all respects and should be duly filled in all columns and be submitted with the recommendation of the Academic Registrar, Bhattadev University.
2. The applicant shall be required to enclose in the application (a) photocopy of the Registration Certificate and (b) photocopy of the Mark sheets of all the parts of the concerning Examinations. Both kinds of documents should be self attested by the applicant (c) photocopy of the SBI Collect payment receipt.
3. Application fees must be paid only through SBI Collect by following the link <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> under the Payment Category “**Provisional Certificate Fee**” for Ph.D./P.G./U.G. for Bhattadev University.

<u>Name of Certificate</u>	<u>Fee for Provisional Certificate</u>
Ph.D.	Rs. 1500/-
Master's Degree	Rs. 1000/-
Bachelor's Degree	Rs. 700/-

4. Applicants must submit the SBI Collect Payment Receipt at the time of receiving the Provisional Certificate.
5. Provisional Certificate with not be issued without receiving proper documents.
6. Bhattadev University will call you to collect your Certificate after processing your request and this time can be between 15 to 20 days.
7. Generally the certificate issued will be sent to the address given in Column 7 in the reverse page by Registered A/D post or will be personally handed over to the applicant/candidate when her/his specimen Signature will be attested in the form given below. The University employee will also be able to receive the Certificate on behalf of the candidate by signing an undertaking with due permission from the Academic Registrar/Asstt. Academic Registrar/Superintendent Certificate Branch Bhattadev University.

Note: All Enquiries concerning issue/Despatch of Certificate will be attended to from 2PM to 3PM on all working days.

To,

The Academic Registrar
Bhattadev University

Sub: Delivery of Certificate in person.

Sir,

I may be personally allowed to receive my.....Certificate of.....
bearing.....Roll No.....as it is needed in connection
with.....

Name of the applicant in full
Address:

Specimen Signature of the Applicant

Specimen signature of the applicant to be attested by the Head of the concerned department of the University.

Signature attested

Allowed

Head of the Department
(Office Seal)

Academic Registrar/
Asstt. Academic Registrar/SA