

## Fee structure for getting various documents

<b>Degree</b>	<b>Rs. 1000</b>
<b>Diploma</b>	<b>Rs. 500</b>
Provisional Degree/Diploma	Rs.1100
Migration	Rs. 500
Transcript	Rs. 2100
Duplicate Marksheet	Rs. 500
Correction Fee	Rs. 300
Verification Fee	Rs.1000 per document (For receiving by post in India)
	Rs.2000 per document (For receiving by airmail to abroad)

All fees should be directly deposited in University Bank Accounts (mentioned at website) through Bank challan and send a copy of challan with the application.

Payments made in the designated Bank Account of the University shall only be treated as valid payments and no person shall be authorized to receive any payment in any other mode i.e. Cash, Cheque or Bank Draft.

## Application for issue of a Duplicate Mark Sheet

To

Date:

**The Controller of Examinations,**

Singhania University, Pacheri Bari, Distt.- Jhunjhunu ,Rajasthan- 333515

**Sub: Issue of duplicate mark sheet**

Dear Sir,

Kindly issue duplicate mark sheet as per details given below:

Student enrollment no :.....

Name of candidate:.....

Contact no:..... E-mail.....

Address to which the duplicate mark sheet is to be sent:

Vill./ City .....Post office / Mohalla.....

Tehsil.....Distt.....

State.....Pin code.....

**Details of the duplicate mark sheet/s sought:**

Course .....

Semester/Year	Passing Year	Marks Obtained	Total Marks

**Detail of Fees paid**

Name of Bank:

Date:

Signature of candidate

Encl. 1.Xerox copies of marksheet/s

2.Copy of Bank Challan

## **Procedure for obtaining Duplicate Marksheet/s / Provisional Degree and Transcript**

You are required to provide a request duly signed by you for issue of duplicate marksheet/s / Provisional Degree.

[Click here to download format of application](#)

E-mails are not entertained for issue of duplicate marksheet/s /Provisional Degree

You are required to furnish the following details/documents along with your request

- Copy of marksheet/s for which you require duplicate marksheet/s, which will help us to process your request speedily. Please furnish your correct enrollment number, month & year of appearance and Course details for which you require duplicate mark sheet.
- If you furnish a copy of mark statement or correct enrollment number. Month & year of appearance and course details, the duplicate mark sheets are issued normally with in twenty days of receipt of your request complete in all respects.

.A fee of Rs 500/- per duplicate marksheet should be remitted through Bank challan (deposited in University Bank account) and send a copy of challan with the application.

## Application for issue of a Transcript

To

Date:

**The Controller of Examinations,**

Singhania University, Pacheri Bari, Distt.- Jhunjhunu ,Rajasthan- 333515

### **Sub: Issue of a Transcript**

Dear Sir,

Kindly issue a Transcript as per details given below:

Student enrollment no :.....

Name of candidate:\_\_\_\_\_

Contact no:\_\_\_\_\_ E-mail\_\_\_\_\_

Address to which the duplicate mark sheet is to be sent:

Vill./ City .....Post office / Mohalla.....

Tehsil.....Distt.....

State.....Pin code.....

### **Details of the Examinations Passed:**

Course .....

Semester/Year	Passing Year	Marks Obtained	Total Marks

### **Detail of Fees paid**

Name of Bank:

Date:

Signature of candidate

Encl. 1.Xerox copies of marksheet/s

2.Copy of Bank Challan

## **Procedure for obtaining Transcripts:-**

You are required to provide a request duly signed by you for issue of Transcripts

E-mails are not entertained for issue of Transcripts

[Click here to download format of application](#)

You are required to furnish the following details /documents with your request.

A fee of Rs 2100/-(Two thousand and one hundred) for one set of transcript. The Fee is deposited through bank challan in University bank account .A set of zerox copies of all marksheet/s will help us to process your request speedily .

Prescribed form for transcript duly filled in by the candidate, along with the envelope/s received from Foreign University/ies Management Institution/s, if any. Copy of the Appointment letter issued by the foreign body as applicable.

Kindly note that we will take your name as per our records only

The transcripts along with the requisite fees/documents may please be sent to:

### **Controller of Examinations**

Singhania University, Pacheri Bari, Distt.- jhunjhunu,

Rajasthan (India)-333515

E-Mail: [exam\\_cell@singhaniauniversity.co.in](mailto:exam_cell@singhaniauniversity.co.in)

## **Procedure for Correction:-**

### **FOR CORRECTION IN NAME/ANY OTHER:**

In case , if you find any mistake in your name, Father's Name etc in the mark sheet sent by the university , kindly send your original mark sheet for correction in name together with supportive documents i.e. matriculation certificate or any other marksheet/s.

A correction fee of Rs 300/- per marksheet should be remitted through Bank challan (deposited in University Bank account) and send a copy of challan with the application

# Verification of Marksheet/s

## Procedure:

Person/institution who wish to verify Photocopies (Xerox) of Marksheet/s needs to do an application addressed to The Registrar mentioning the purpose.

Following documents needs to be attached with the application:

- Visible Xerox copy of Marksheet/s
- Demand letter in case the verified marksheet/s is to be sent to the demanding Institution (in case marksheet/s to be sent to any institution, sealed envelope containing verified marksheet will be sent directly to the demanding institution. In any case such envelop will not be given to anyone)
- One extra Xerox copy for office record
- Fee Receipt (bank challan)

Note: Do not stamp or mention anything on Xerox copy of Marksheet./s

## Fees:

For receiving by post in India:

**Rs. 1000/- per document**

For receiving by airmail to abroad:

**Rs. 2000/- per document**

Fee should be deposited through bank challan in University bank account (mentioned on website)

For further information please contact:

**Controller of Examinations**

**Singhania University**

**Pacheri Bari, Distt.- Jhunjhunu, Rajasthan- 333515**

Email - exam\_cell@singhaniauniversity.co.in