



Rai University

EVOLVING THINKING MINDS

Ahmedabad

APPLICATION FOR OBTAINING ACADEMIC CERTIFICATES

DATE: ___/___/___

STUDENT DETAILS

COURSE NAME :	
BRANCH NAME :	
UID NO :	
NAME OF APPLICANT :	
PERMANENT ADDRESS :	
CONTACT DETAILS :	(M)
	(RE).
EMAIL ID :	
SEMESTER (FOR NON PASS OUT STUDENT)	

SR NO	APPLICATION FOR		DOCUMENT REQUIRED	FEES IN RUPEES
1	TRANSCRIPT <input type="checkbox"/>	PASS OUT STUDENT <input type="checkbox"/>	[1][7]	Rs.700/-
		NON PASS OUT STUDENT <input type="checkbox"/>	[1][2][7]	
2	MIGRATION CERTIFICATE <input type="checkbox"/>	PASS OUT STUDENT <input type="checkbox"/>	[1][7]	Rs.500/-
		NON PASS OUT STUDENT <input type="checkbox"/>	[1][3][7]	
3	GRADE CARD		[11][7]	Rs. 100/-
4	DUPLICATE GRADE CARD <input type="checkbox"/>		[4][5][7]	Rs.500/-
5	PROVISIONAL CERTIFICATE <input type="checkbox"/>		[1][7]	Rs.500/-
6	PROVISIONAL EQUIVALENT CERTIFICATE <input type="checkbox"/>		[1] [10]	Rs.250/-
7	DUPLICATE PROVISIONAL CERTIFICATE		[1][4][5][7]	Rs.500/-
8	DUPLICATE MIGRATION CERTIFICATE <input type="checkbox"/>		[1][4][5][7]	Rs.500/-
9	BONA-FIDE CERTIFICATE <input type="checkbox"/>	NO CHARGE FOR FIRST COPY	[1] [10]	Rs.100/-
10	VERIFICATION OF GRADE CARD, PROVISIONAL CERTIFICATE, DEGREE CERTIFICATE & TEACHING SCHEME/SYLLABUS (ALL SEMESTER) <input type="checkbox"/>		[7]	Rs.2000/-
11	CHARACTER CERTIFICATE	NO CHARGE FOR FIRST COPY		Rs.100/-
12	LETTER OF RECOMMENDATION (LOR) <input type="checkbox"/>		[12]	Rs.500/-
13	MEDIUM OF INSTRUCTION <input type="checkbox"/>		[13]	Rs.500/-
14	OTHERS <input type="checkbox"/>			Rs.500/-

List Of Documents Require.

- 1.Photo Copy of grade card of last examination attended by the student.
- 2.Original Bona-fide certificate Or N.O.C (if Course Not Completed)
- 3.Admission Cancellation Letter (if Course Not Completed)
- 4.Student Affidavit On 20 Rupees Stamp Paper
- 5.Photo Copy Of Lost/Misplaces Grade Cards/Provisional Certificate/Migration Certificate.
- 6.Photo Copy Of Document Required To Be Attested (No of copy should be equal to no of photocopy required for attestation and one extra copy for office record.)
- 7.Fees Receipt
- 8.Original Degree Certificate
- 9.Photo Copy Of Degree Certificate
- 10.Photo Copy Of ID Card
11. Return Original Grade card if any Correction

Instructions for the student

1. If student is not available for receiving document then students need to provide following document with receiving
 - Authority Letter Of Student
 - Receiving Persons Photo Id Proof
 - Students Photo Id proof
 - Original fees Receipt
2. All Certificates/Documents will be issued to applicant minimum after 5 working days.
3. Student need to verify document while receiving from university.

I, hereby under sign declare that, I have read all the instructions and the entries made by me in the application form are

Signature of Applicant

APPLICATION RECEIVERS NAME:	
RECEIVERS SIGN :	
CONTACT NO:	