



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

See overleaf  
for rules

## APPLICATION FORM FOR OBTAINING CERTIFICATES

- Name (In Block letters) .....
- Father's name .....
- Mother's name .....
- CU Enrolment No. ....Year: .....
- Address: Vill/Town: ..... PO: .....  
PS: ..... Dist.: ..... State: ..... PIN .....
- Contact No. .... email ID: .....
- Name of Certificate/Diploma applied : .....

- Details of the qualifying exam passed against which certificate is applied for:

Examination Passed	Degree Name	Enrolment No	CGPA or %	Year of Passing
Graduation				
Post Graduation				
Ph.D				
Others...				

- Fee payment details:

Amt. (Rs.)	DD No./Receipt No./Transaction ID	Date	Name of the Bank	Branch

### DECLARATION BY THE APPLICANT

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

Date:

Full Signature of Student

### RECOMMENDATION OF HEAD OF DEPARTMENT

The particulars stated above have been checked, verified and found correct. Forwarded for your kind consideration and necessary action.

Date:

Signature with seal

### OFFICE NOTES AND ORDER

Checked & Prepared by

Verified by

Approved

Dealing Assistant  
Examination Branch or  
Certificate Branch

Assistant Controller  
of Examinations

Registrar

## RULES

1. The application must be completed in all respects and to be submitted with the recommendation of Head of Department along with self attested copy of documents.
2. Fees to be submitted only in the form of Bank Challan (*available at www.cottonuniversity.ac.in*) or in any mode as prescribed by the University from time to time. No other mode of payment will be accepted.
3. All Diploma/Certificates are to be collected from the University during office hours. Time limit for issuance of diploma/certificates is **7 (seven)** working days from the date of submitting the application. **The REMITTER'S copy of the challan should be submitted to University office while collecting the certificate.**
4. List of documents required to be submitted with the application form:
  - (i) Fee Payment Challan (University Copy)
  - (ii) Copy of Registration Card
  - (iii) Original Registration Card [*In case of Migration Certificate only*]
  - (iv) Copy of Marksheets of all semesters (*including arrear/repeat/betterment marksheets, if any*)

5. Fees for various Diploma/Certificates:

<u>CERTIFICATE/DIPLOMA</u>	<u>AMOUNT (Rs)</u>
Provisional Degree/Diploma Certificate	600/-
Final Degree/Diploma Certificate	1000/-
Migration Certificate	1400/-
Rank Certificate	500/-
Duplicate Grade Sheet	200/-
Pass-cum-Character Certificate	NIL
Transfer/Leaving Certificate	NIL
Appearing Certificate	NIL
Transcript Certificate	
(i) First Copy	1000/-
(ii) Each Additional Copy	500/-
Duplicates	Same Fee as original

**NB:** If a student applying for Migration Certificate is leaving the University without completing the course, then he/she has to submit a declaration for WITHDRAWAL OF STUDENSHIP along with this form.