

To: **The Registrar / The Controller of Examinations,**

APPLICATION FOR:

- A. NAME CORRECTION** in Marks Card(s) /Provisional Degree Certificate (PDC) / Degree Certificate (DC)
B. REISSUE OF MARKS CARD / NAME CHANGE in Marks Card (s) / PDC / DC
C. DUPLICATE Marks Card(s) /PDC / DC
D. CONSOLIDATED Marks Card
E. ISSUE of Provisional Degree Certificate (PDC)
F. Rank / Pass Certificate/ Course Completion Certificate
G. ISSUE of Duplicate Rank Certificate
H. ATTESTATION of the Documents / **TRANSCRIPT**

1.	Full Name of the candidate in block letters as registered for the University examinations	
2.	Father's Name (as per School Records)	
3.	Mother's Name (as per School Records)	
4.	Gender	Male : <input type="checkbox"/> Female: <input type="checkbox"/>
5.	University Seat Number (USN)	
6.	Course & Year of passing (Month & Year) (Phase / Part-I/Part-II etc to be mentioned clearly)	
7. Thesis Title (Ph.D, Super Speciality, PG & Fellowship Candidates ONLY):		
8.	Correct postal address in block letters with pin code	
9.	Whether the prescribed fee has been remitted? If so furnish details	Receipt No. _____ Date: _____ Amount: Rs. _____

All payments shall be made in favour of Nitte (Deemed to be University), Mangalore

Note: To receive any document from Nitte (Deemed to be University) in person, Identity Card is mandatory.

Place: _____ Ph. No.: _____
Date: _____ Mobile: _____

Signature of the candidate

The information furnished by the candidate as above is correct as per the records maintained in the college.

PRINCIPAL/DEAN

(Signature and Seal)

Please tick the documents submitted

<p>A. Name Correction in the Marks Card / PDC/ Degree Certificate (DC):</p> <ol style="list-style-type: none"> Xerox Copy of the S.S.L.C. Marks card and 10+2 Marks card Surrender of Original Marks Card(s) /PDC / Degree Certificate Fee receipt For Marks Card- of Rs.750/- per Marks Card / For PDC- Rs.600/- For DC -Rs. 2000/- for UG ; 2500/- for PG ; Rs. 3000/- for Super Speciality / Fellowship / Ph.D (+ Rs.200/- per year after completion of the course for all) 	<p>D. Consolidated Marks Card:</p> <ol style="list-style-type: none"> Xerox copies of the marks card(s) (all years) Fee receipt of Rs. 1000/-
<p>B. Reissue of Marks Card / Name Change in Marks Card / PDC /DC:</p> <ol style="list-style-type: none"> Surrender of Original Marks Card(s) / PDC/ Degree Certificate Affidavit on Stamp paper of Rs. 20/- signed by a Notary Attested copy of Paper Notification Fee receipt For Marks Card- of Rs.500/- per Marks Card / For PDC- Rs.600/- For DC -Rs. 2000/- for UG ; 2500/- for PG ; Rs. 3000/- for Super Speciality / Fellowship / Ph.D (+ Rs.200/- per year after completion of the course for all) 	<p>E. Provisional Degree Certificate (PDC)</p> <ol style="list-style-type: none"> Xerox copy of the Internship/Indust. Training Certificate Xerox copies of the Marks Card(s) (all years) Fee receipt of Rs. 500/-
<p>C. Duplicate Marks Card / PDC / DC :</p> <ol style="list-style-type: none"> Affidavit on Stamp paper of Rs. 20/- signed by a Notary Acknowledgment for having lodged Police complaint Xerox of the marks cards of all years of the course + Xerox copy of the Internship/ Industrial Training Certificate - For PDC & DC Fee receipt For Marks Card- of Rs.750/- per Marks Card / For PDC- Rs.750/- For DC -Rs. 2000/- for UG ; 2500/- for PG ; Rs. 3000/- for Super Speciality / Fellowship / Ph.D (+ Rs.200/- per year after completion of the course for all) 	<p>F. Rank / Pass Certificate / Course Completion Certificate:</p> <ol style="list-style-type: none"> Xerox copy of marks card(s) Fee receipt of Rs. 1000/- for Rank Certificate / Rs. 500/- for Course Completion
	<p>G. Issue of Duplicate Rank Certificate</p> <ol style="list-style-type: none"> Xerox copy of marks card(s) Fee receipt of Rs. 1200/-
	<p>H. Attestation of The Documents / Documents Verification / Transcript</p> <ol style="list-style-type: none"> Xerox copy of the marks cards of all years of the course & Internship/Indust. Training Certificate Fee receipt of Rs.1000/- each set for attestation Rs. 1500/- for 1st copy+Rs.300/- for each subsequent copies of transcripts

Note : Candidate has to come personally to collect the certificate/Document(s) or can Authorize someone to collect the same with the proper authorization letter along with the ID proof of candidate and the authorized person