



JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

Distance Mode

APPLICATION FOR CERTIFICATE

The Controller of Examinations
Jamia Millia Islamia, New Delhi – 110025

Sir,

I request you to please issue me the Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My signature and particulars given below are attested by the Programme Incharge / Director, Centre for Distance and Open Learning / Gazzetted Officer.

Yours faithfully,

.....
CANDIDATE

PARTICULARS

1. Candidate's Name.....
(in Block Letters)
2. Candidate's Name in Hindi or Urdu.....
3. Father's Name.....
(in Block Letters)
4. Father's Name in Hindi or Urdu.....
5. Present Postal Address.....
.....Phone / Mobile No.....
6. Name of the Examination.....Part.....Year.....
7. Roll No.....Enrolment No.....Previous Enrolment No if any.....
8. Date of admission (in the Centre for Distance and Open Learning).....
(To be filled when the Migration Certificate is required)
9. Certificate Required

.....
Attested by the Director, Centre for Distance and Open Learning / The Programme Incharge / Gazzetted Officer (Office Stamp)

NOTE: FOR PROVISIONAL / MIGRATION, PLEASE ATTACH A PHOTOSTATE COPY (ATTESTED) OF THE MARKSHEET OF FINAL EXAMINATION

Received the Certificate mentioned above.

.....
CANDIDATE

Amount of Fee of Rs.paid Vide Receipt No / DD No.....Name of the
Bank.....Date.....(Receipt / DD attached)

I authorize.....to collect my.....Certificate

The Specimen Signature of Messenger is given below:

.....
Specimen Signature of Messenger

.....
CANDIDATE

Received application form of Mr./ Ms.....

Class.....(Distance Mode) for.....Certificate.

Date.....

for Controller of Examinations

FEES FOR ISSUING MIGRATION, PROVISIONAL & OTHER CERTIFICATES

		RUPEES
(1)	PROVISIONAL CERTIFICATE	50
(2)	DUPLICATE MARKSHEET / MIGRATION / PROVISIONAL (For above – mentioned Duplicate Certificate attach a copy of F.I.R)	200
(3)	MIGRATION CERTIFICATE	
	(a) After passing the examination for which the applicant was studying	50
	(b) Before passing the examination for which the applicant was studying	200
(4)	CHANGE OF NAME: A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations accompanied by:	
	(a) The prescribed fee Rs. 150/- by demand draft.	
	(b) An affidavit relating to his / her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself.	
	(c) A publication from a newspaper in which the proposed change of name has been advertised. However the provision relating to publication shall not be applicable in case where a woman candidate is wanting to change her name following her marriage.	
	The Examination Committee on considering such applications and taking decisions thereon shall report to the Majlis-I-Talimi (Academic Council)	
(5)	TIME REQUIRED FOR PREPARATIONS / ISSUE OF THE MARK-SHEET / CERTIFICATE PROVIDED ALL OTHER REQUIRED DOCUMENTS ARE ATTACHED.	
		Minimum Time required (working days)
(i)	Provisional Certificate	20 days
(ii)	Migration	20 days
(iii)	Duplicate Marksheet	20 days
(iv)	Change of Name	6-7 months

- Note:**
- (a) Old cases of more than 3 years will require more time.
 - (b) Students must fill separate forms and attach separate Demand Drafts for each certificate to be issued.
 - (c) Demand Draft of an appropriate amount per certificate etc. should be in favour of “**Jamia Millia Islamia**”. and payable at New Delhi . Please send all the documents and demand draft for the required certificates to “**The Controller of Examinations, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025**”.
 - (d) Postal Charges: If the Certificate Marksheets etc is required by post, then you must send your form accompanied by a self-addressed envelope bearing Indian Postal Stamps of Rs. 30/- Only.