 DHARMSINH DESAI UNIVERSITY

College Road, Nadiad-387001

REQUISITION FORM FOR STUDENT Date:

Full Name with Address (Capital Letter) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch \_\_\_\_\_\_ Semester\_\_\_\_\_\_\_ Identity No\_\_\_\_\_\_\_\_\_\_\_\_ Roll No\_\_\_\_\_\_\_\_\_\_\_\_.

Fees Category: Grant-in-Aid/ Self finance/ NRI

The Registrar / Dean,

D.D.University, College Road, Nadiad

Sir,

I want to obtain a document named\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purpose of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have paid the necessary fees Rs.\_\_\_\_\_\_\_\_ In University Accounts vide Receipt No:\_\_\_\_\_\_\_ Dated :\_\_\_\_\_\_\_\_\_\_\_\_ Please issue the same & oblige.

Yours Sincerely,

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Student's Signature

Instruction: Tick / for a document you need.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Certificate Name** | **Fee in Rs.** | **Contact** | **Attachment Copy Required** |
| 1 | Duplicate Identity Card | 200 | Library | Sem. Fee receipt |
| 2 | Fee Certificate (Current student) | 100 | Office | Sem. Fee receipt |
| 3 | Duplicate Fee Receipt ( Current Sem) | 200 | Account Office | I Card |
| 4 | (a) Duplicate Fee Receipt  ( PreviousSem) Additional per/sem  (b) Urgent Fees Receipt (Current sem) | 50  300 | Account Office | I Card |
| 5 | Migration Certificate | 250 | Office | All Sem.Marksheet /  Degree Certificate |
| 6 | Rank Certificate | 250 | Office | All Sem. Mark sheets |
| 7 | Bonafide Certificate (Current student) | 100 | Student Section  /Office | Sem.Fee receipt |
| 8 | Course Completion Certificate (Ex-student) | 750 | Student Section  /Office | All Sem.Marksheet /  Degree Certificate |
| 9 | Provision / Convocation degree Certificate | 750 | Office | All Sem. Marksheet / |
| 10 | Name correction in Mark sheet  (For current student) | 250 per M/S | Exam Section | 12th Std Photocopy  Marksheet |
| 11 | Name correction in Mark sheets & Degree Certificate  (For Pass Out students) | 3000 | Exam Section | 12th Std Photocopy  Marksheet& Notarized Affidavit |
| 12 | Duplicate Marksheet  (Except final year) | 250 per M/S | Exam Section | Fee receipt |
| 13 | Duplicate Marksheet ( For final year) | 500 | Exam Section | Notarized affidavit and Photo copy of all Marksheets |
| 14 | Duplicate Degree Certificate | 750 | Exam Section | -do - |
| 15 | Backlog Certificate | 750 | Exam Section | All Sem. Marksheet |
| 16 | Equivalence % Certificate | 750 | Exam Section | All Sem. Marksheet |
| 17 | Transcript (5 Copies) | 1000 | Exam Section | All Sem Marksheet |
| 18 | Medium of Instruction Certificate | 250 | Office | All Sem Marksheet |
| 19 | Education Verification | 1000 | Exam Section | Final Sem Mark sheet/ Degree Certificate |