



**RULES**

- The application must be completed in all respects and should be duly filled in all columns and be submitted with the recommendation of the Principal of the College concerned/Secretary, University Classes, Gauhati University, Jt. Registrar, G.U. Kokrajhar Campus (as the case may be) along with the prescribed fees. For Master Degree candidates, appearing privately, the recommendation should be done by the Asstt. Registrar (Admn.) of the University or by the Principal of an affiliated College of this University. Such private students will be required to produce relevant documents viz., Admit Card of the Examination, Registration Certificate, Marksheet etc. to the Principal/Asstt. Registrar for the purpose of obtaining his/her signature for recommendation.
- The applicant shall be required to enclose in the application (a) **Photostat copy of the Registration Certificate, and (b) Photostat copy of the Marksheetworks of all the parts of the concerning Examinations.** Both kinds of documents should be attested by the Principal of the College from which he/she passed or Secretary University Classes (as the case may be) or by a gazetted officer with proper Seal.
- No action will be taken unless the prescribed fees (to be sent by Bank Draft in favour of Registrar, G.U. payable at the State Bank of India, Gauhati University Branch or deposited at G.U. Cash Counter) as below is received. The Duplicate copy of the payment of fees receipt is to be enclosed with the application.
- Internship Certificate must be submitted by the M.B.B.S., B.A.M.S. and B.H.M.S., B.D.S. students.
- Photo-copy of the withheld result declaration letter must be submitted by the withheld candidates.

Name of Certificate	FEES		Duplicate
	Fee for Provisional Certificate	Fee for Original Certificate	
D.Litt./D.Sc./Ph.D.	Rs. 1390.00	Rs. 2000.00	
M. Phil.	Rs. 840.00	Rs. 1500.00	
Master's Degrees	Rs. 670.00	Rs. 750.00	
P. G. Certificates	Rs. 670.00	Rs. 750.00	The cost of
P.G Diplomas	---	Rs. 750.00	Duplicate
Bachelor's Degrees	Rs. 450.00	Rs. 750.00	Certificate
Rank Certificates	Rs. 450.00	Rs. 750.00	shall be
Certain Subject	---	Rs. 750.00	Double the
Transcript for each Exams.	---	Rs. 2000.00	Cost of
Pre University Certificate	---	Rs. 450.00	Original one.
Metric Certificate	---	Rs. 450.00	
One year Certificate Course	---	Rs. 650.00	

- Generally the Diploma/Certificate issued will be sent to the Principal/Head of the Institution concerned or to the Address given in Column 7 in the reverse page by Registered A/D post or will be personally handed over to the Applicant/Candidate when his/her specimen Signature will be attested in the form given below. The University employee will also be able to receive the Diploma/Certificate on behalf of the Candidate by signing an undertaking with due permission from the Dy. Registrar/Asstt. Registrar/Superintendent, Certificate Branch, G.U.

**Note :** All enquiries concerning Issue/Despatch of Certificate/Diploma will be attended to from 2 P.M. to 3-30 P.M. on all working days.

To  
The Registrar, G.U., Guwahati-14  
Subject : Delivery of Certificate/Diploma in Person

Sir,

I may be personally allowed to receive my .....Certificate/Diploma (Provisional/Original) of ..... bearing Code No. .... Roll No.....as it is needed in connection with .....

Name of the applicant in full

Specimen Signature of the applicant

Address :

Specimen signature of the applicant to be attested by the Principal of the College/Head of the Institution from which he/she passed.

Signature attested

Allowed

Principal/Head of the Institution  
with Office seal

Dy. Registrar/Asstt.Registrar./Supdt.Cer.Br.