

 <p style="font-size: 8px;">(Formerly IIM University, Gurgaon)</p>	<h2 style="margin: 0;">APPLICATION FORM – MISCELLANEOUS</h2> <h3 style="margin: 0;">CERTIFICATE NEEDS OF STUDENTS</h3>	<p><b>Review Date:</b></p> <hr/> <p>Sheet 1 of 2</p>
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To

The COE/COR  
THE NORTHCAP UNIVERSITY  
Gurgaon

Received Amount \_\_\_\_\_

Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

Sir,

I wish to apply for the following (tick whichever is applicable)

(a) Character Certificate <input type="checkbox"/>	(b) Migration Certificate <input type="checkbox"/>	(c) Provisional Certificate <input type="checkbox"/>
(d) Transcript <input type="checkbox"/>	(e) Duplicate DGS <input type="checkbox"/>	(f) Correction in DGS/Degree <input type="checkbox"/>
(g) Re-evaluation of answer book <input type="checkbox"/>	(h) Bonafide Certificate <input type="checkbox"/>	(i) Any other <input type="checkbox"/>

Purpose:- \_\_\_\_\_

2. Details to be filled up by the applicant as under:

- (a) Programme : \_\_\_\_\_
- (b) Semester : \_\_\_\_\_
- (c) Batch : \_\_\_\_\_
- (d) Month(s) of Exam : \_\_\_\_\_

3. Personal Details:

- (a) Roll No. : \_\_\_\_\_
- (b) Name : \_\_\_\_\_
- (c) Father's Name : \_\_\_\_\_
- (d) Mother's Name : \_\_\_\_\_

4. Postal /Permanent Address: \_\_\_\_\_

Contact Details

- (a) Landline : \_\_\_\_\_
- (b) Mobile : \_\_\_\_\_
- (c) E-mail : \_\_\_\_\_

(d) Reason for applying (if Transcript, fill (e): \_\_\_\_\_

(e) University applied (India/Ex-India): i) \_\_\_\_\_ ii) \_\_\_\_\_

iii) \_\_\_\_\_ iv) \_\_\_\_\_ v) \_\_\_\_\_

vi) \_\_\_\_\_ vii) \_\_\_\_\_ viii) \_\_\_\_\_

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully,

Signature of the applicant

Signature of the COE/COR

Date:

**NOTE:** For Instructions, please see reverse.

*\*For payment of fees kindly refer Examination related fee structure available on the NCU website.*

**Payment is to be made to Accounts Department between (Mon to Fri only)**

**INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF  
DETAILED GRADE SHEET/DEGREE/CERIFICATE**

1. The form should be filled in legibly and signed by the candidate.
2. The form should be submitted to the Controller of Examinations.
3. A duplicate copy of the Detailed Grade Sheet will be issued on submission of affidavit signed by a Notary and FIR (in case of Degree/Certificate) on the grounds that either the original Degree/Detailed Grade Sheet has been irrecoverably lost, destroyed or defaced and on payment of the fee prescribed.
4. In very special case subsequent copies of the Detailed Grade Sheet may be issued for not more than four times, on submission of an affidavit signed and certified by Notary to the effect that the Detailed Grade Sheet issued previously by the University has been lost or destroyed, and on payment of the same fee as are prescribed for the issue of duplicate copy.

**FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF RS.  
10/-**

I, \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ R/o \_\_\_\_\_ do hereby solemnly affirm and declare that the original Detailed Grade Sheet(DGS) / Degree / Certificate dated \_\_\_\_\_ issued to me by ITM University, Gurgaon / THE NORTHCAP UNIVERSITY, Gurgaon on my having passed the \_\_\_\_\_ (Programme) \_\_\_\_\_ (semester) Examination in \_\_\_\_\_ (month & year) under University roll no. \_\_\_\_\_ has been lost /misplaced/ destroyed.  
I have filed an FIR with \_\_\_\_\_ Police station \_\_\_\_\_ and attested copy of the same is appended hereto. (applicable only for loss of Degree/Diploma/Certificate).  
I also undertake that if my original DGS/Degree/Certificate, which has been lost, if put to any unfair use by a person who may lay hands on it, I shall stand for the damages which may accrue from such use.

Deponent's Signature \_\_\_\_\_ Address \_\_\_\_\_

Date: \_\_\_\_\_

**VERIFICATION**

Verified at \_\_\_\_\_ (Place) this \_\_\_\_\_ day of \_\_\_\_\_ (Month) 20\_\_\_\_ that the contents of the affidavit are true and correct to the best of my knowledge and belief.

Deponent's signature

**SWORN BEFORE ME**

Signature \_\_\_\_\_ Name: \_\_\_\_\_

Designation: (Notary Public)

Date: \_\_\_\_\_

\_\_\_\_\_ Official seal \_\_\_\_\_