



BERHAMPUR UNIVERSITY
BHANJA BIHAR BERHAMPUR-760 007, GANJAM (ORISSA)

**APPLICATION FORM FOR ISSUE OF
 DUPLICATE/ADDITIONAL MARK SHEET/PROVISIONAL CERTIFICATE**

1. Name of the applicant : _____
 (in CAPITAL LETTERS)
 (Copy of HSC should be enclosed)

2. Name of the Examination : _____

3. College from which appeared : _____

4. Whether Collegiate or Non-collegiate or D.E.C. : _____

5. Month & Year of the Examination : _____

6. Roll No. & Registration No. allotted by the University : _____
 (Photocopy of the Registration Receipt or any relevant proof about the Registration No. should be enclosed).

7. Division/Class/Pass or Honours and/or Distinction if any obtained. : _____

8. In case of improvement in marks or Class, indicate the year and Month/Semester or Part – I & II

YEAR OF APPEARANCE	
First time	Improvement

9. Subject/Subjects offered by the applicant in the Examinations : _____
 (Enclose copy of Original Mark sheet or the Admit Card for detailed papers in Examination).

10. Particulars or fees paid : _____
 (B.U. Cash Receipt/S.B.I. Bank Draft or bank Challan)

11. If required to be sent by post, please enclose self-addressed envelope with required postage stamp. : _____

DETAIL POSTAL ADDRESS

Signature of the Applicant



INSTRUCTIONS

1. The fee for provisional certificate is Rs.25/-
2. Detailed marks of each paper of each examination will be supplied on payment of Rs.20/-
3. The fees may be deposited in the cash counter of the University or in shape of S.B.I. Bank Draft in favour of the Comptroller of Finance, Berhampur University, Berhampur-7 (Ganjam) Orissa payable at S.B.I. Bhanja Bihar, Berhampur-7 (Ganjam) or Vide Bank Challan at S.B.I. Bhanja Bihar, No other mode of payment is acceptable.
4. Separate application form shall be used for each examination
5. Incomplete applications will summarily be rejected without any intimation to the applicant.
6. **MARKS/PROVISIONAL CERTIFICATES WILL BE ISSUED AFTER THREE DAYS OF THE SUBMISSION APPLICATION FORM ALONGWITH FEES.**
7. In respect of M.Phil/Ph.D./M.D.M.S., Examinations the Xerox Copy of the notification be enclosed alongwith the application form.
8. In respect of M.B.B.S./B.H.M.S./B.A.M.S. Examination, a Xerox Copy of the rotating Housemanship be enclosed alongwith the application form.