



SHRI GOVIND GURU UNIVERSITY

APPLICATION FOR OBTAINING ACADEMIC CERTIFICATES

Date: - ___/___/___

STUDENT DETAILS

COURSE NAME:			
Student SPID			
ENROLLMENT NO			
NAME OF APPLICANT (IN CAPITAL):			
CONTACT DETAILS:	(M).		(R).
E-MAIL ID:			
ONLINE PAYMENT RECEIPT NUMBER (AFTER PAYMENT):		AMOUNT PAID:	

SR. NO.	APPLICATION FOR	FEES IN RUPEES <input type="checkbox"/>
(A)	Transcript	First Copy Fees - RS. 500/- And RS. 100/- For Each Extra Copy
	Pass Out Student	
	No. Of Copies:- _____	Non Pass Out Student

*List of Documents require as mentioned in above table

- [1]. Photo Copy of grade card of All examination attended by the student
- [2]. Original Bona-fide Certificate Or N.O.C Letter From Institute (If Course Not Completed)
- [3]. Admission Cancellation Letter (If Course Not Completed)
- [4]. Photo Copy of Document Required to Be Attested (No. of copy should be equal to no. of photocopy required for attestation and one extra copy for SGGU office record)
- [5]. Payment Receipt (2 Copy)
- [6]. Original Documents / Certificate

Instructions for the Students:

1. It is compulsory to pay fee AT University
Name: REGISTRAR, SHRI GOVIND GURU UNIVERSITY EXAMINATION, GODHRA. Or Pay at SGGU Office.
2. Payment Receipt need to be properly printed i.e. screenshots/half printed receipt will not be accepted.
3. If student is not available for receiving document (applied for) then student needs to provide following document along with receiving person.
(I) Authority Letter of Student (II) Receiving Person's Photo Id Proof
(III) Student Photo Id Proof (IV) Original application receipt given from Student Support Section
4. *Application of Transcript, Migration Certificate, Verification of Documents, Language certificate, Rank Certificate & Scheme showing conversation of Grade to Percentage submitted to student support section
5. In case of any of queries regarding the application Student Support Section will email to mentioned email id in Application form.
6. Student need to verify document while receiving from University
(*All rights are reserved to SGGU in case of change the dispatch timings.)

DECLARATION

I, hereby under sign, declare that, "I have read all the instructions and I am bound for the same. The entries made by me in the Application Form are complete and true to the best of my knowledge and based on records."

Signature of Applicant

FOR OFFICE USE ONLY	
APPLICATION RECEIVER'S NAME:	
FEE RECEIPT NO.:	

DOCUMENT RECEIVER'S NAME & SIGN. : - _____

CONTACT NO: -