

Letter No: SU/RO/2023-24/133

Date: 09.08.2023

Process for Issuance of Provisional Certificate

The process for issuance of a **Provisional Certificate**—which serves as a temporary proof of your academic qualification until the original degree is issued—but here is the standard procedure followed at Sanskriti University.

Eligibility Criteria:

- ❖ Clear all Examinations.

Application Form:

Provisional Certificate application form to be applied online on the link given below:

Application form Link: <https://forms.gle/SCTkzR1Ro7HT8bH77>

Deposit the requisite fee of Rs.1000/- as per the given account details and upload the receipt on the linked form and further queries contact to exam cell : 8272052125

Name of A/C: Sanskriti University
Account No.: 8679002100000119
IFSC Code: PUNB0867900
Bank Name: Punjab National Bank
Branch: Semri, Chhata, Mathura

After successful submission of provisional certificate request form and submission of fee, you have to send the detail to the following mail Id

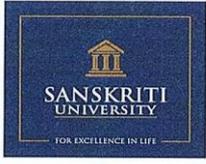
- coe@sanskriti.edu.in
- dy.coe@sanskriti.edu.in
- ganga@sanskriti.edu.in

CC to

- registrar@sanskriti.edu.in

Processing Time

- ❖ **Provisional Certificate** issued on the e-mail Id from the Exam Office online in 10 working days, and Hard Copy will be issued from Exam Office at University Campus to the concern student in person.



Process for Issuance of Marksheet/Degree Certificate

The process for issuance of a **Marksheet/Degree Certificate**—which serves as a proof of your academic qualification. Here is the standard procedure followed at Sanskriti University.

Eligibility Criteria:

- ❖ Clear all Examinations.

Application Process:

A plain paper application alongwith NO-DUES form issued from exam office of the University.

- ❖ Obtain No Dues from the following Offices in person
 - Library
 - Account Office
 - Hostel (Only for Hostellers)
 - Transport Incharge (For Bus Commuter)
 - I D Card Section
 - HoD of Concerned Department
 - Training & Placement Cell

This is to be duly signed by the Dean/Principal and finally it is to be signed by the Registrar of the University.

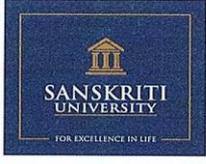
Submit offline NO DUES Form and application form to the Exam office to obtain their **Marksheets/Degree Certificate** by the Student in person.

Process for Issuance of Migration Certificate

A **Migration Certificate** is an official document issued by a university that allows a student to transfer from one institution to another.

Eligibility Criteria:

- ❖ Clear all Examinations.
- ❖ Obtain No Dues from Account Office in person
- ❖ Clear Document deficiency (If any).



Application Form:

Collect the Migration Certificate application form from the Registrar office of the University.

- ❖ Fill the Application Form
- ❖ Attach Required Documents
 - Photocopy of the mark sheet or Degree certificate
 - Application fee (Rs.1000/-) receipt in original
- ❖ Submit offline Migration Certificate application form to the Registrar office of university.

Processing Time

- ❖ Obtain Migration Certificate from the Registrar Office in person.
- ❖ The certificate is usually issued on the same working days, to the concern student in person.

Process for Security Refund Application

Eligibility Criteria:

- ❖ Clear all Examinations.
- ❖ Obtain Degree Certificate from Exam Office in person

Application Process:

A plain paper application along-with following documents a student can apply for Security Refund submitted at the time of Admission.

- ❖ Copy of Degree Certificate
- ❖ Copy of Bank Pass Book/ Account Details
- ❖ Current Employment Status/Higher Studies Status

Processing Time

- ❖ **Security Refund** will be processed and refund of security amount if available will be initiated to student's account within 20 working days online.



Registrar