



VENKATESHWARA OPEN UNIVERSITY

ITANAGAR, ARUNACHAL PRADESH

Provisional / Diploma / Degree / Transcript / Migration Certificate
Application Form

To,
Controller of Examinations,
Venkateshwara Open University, Itanagar,
Arunachal Pradesh.

Paste your
current
passport size
colour
photograph
here

Respected Sir/Madam,

Please issue Provisional / Diploma / Degree / Transcript / Migration Certificate in respect of

Mr./Mrs./Miss. _____

S/O, D/O _____

Enrollment No _____ Month & Year of Passing Final Exam _____

Course _____

Postal Address _____

_____ Pin Code _____

Contact No _____ Email ID _____

The details of marks obtained during the course in Venkateshwara Open University are given below:

Semester/Year	Passing Session	Marks Obtained	Pass / Fail

PAYMENT DETAILS

Amount (In Rs) _____ (In Words) _____

Bank: _____ DD No. _____ Dated: _____

Note:

1. All payments need to be made by Demand Draft drawn in favour of "Venkateshwara Open University" payable at "New Delhi".
2. Attested photocopy of 10th/ 12th/UG /PG/ID Proof documents should be enclosed (as applicable).
3. Self Attested photocopy of all semesters/years mark sheets of Venkateshwara Open University to be enclosed.

LIST OF ATTACHED DOCUMENTS:-

S.NO	NAME OF DOCUMENT	ORIGINAL/PHOTOCOPY	ATTACHED(YES/NO)	VERIFIED(YES/ NO)
1.	Class 10 th Mark sheet	Photocopy		
2.	Class 10 th Certificate	Photocopy		
3.	Class 12 th Mark sheet	Photocopy		
4.	Class 12 th Certificate	Photocopy		
5.	Graduation Mark sheet (if applicable)	Photocopy		
6.	Provisional Certificate/Degree	Photocopy		
7.	Diploma Mark sheet(if applicable)	Photocopy		
8.	Diploma Certificate(if applicable)	Photocopy		
9.	ID Proof-Adhaar Card/Voter ID-	Photocopy		
10.	Affidavit on 10 Rupees Stamp Paper	Original		

File Prepared By - _____

File Checked By - _____

Signature - _____

Signature - _____

Name - _____

Name - _____

GUIDELINES

1. Provisional Pass Certificate:

A Provisional pass certificate will be issued to all those students who have been declared successful in the final examination. This will be issued on making a request along with a Demand Draft of Rs.1000/- in favour of “Venkateshwara Open University” payable at “New Delhi” along with the prescribed form.

(The provisional pass certificate can only be issued after the verification of all records and be issued after a gap of 45 days after the submission of the form along with demand draft.)

2. Degree/Certificate/Diploma:

A Final pass certificate will be issued to all those students who have been declared successful in the final examination. This will be issued on making a request along with a Demand Draft of Rs.3000/- for Diploma, Rs.4000/- for UG and Rs.5000/- for PG in favour of “Venkateshwara Open University” payable at “New Delhi” along with the prescribed form. The Degree/Diploma/Certificate shall be sent through Registered/Speed post to the candidate.

(Degree/Certificate/Diploma shall be issued as per approval accorded by the statutory bodies of the university and procedure.)

3. Transcript:

Transcript will be issued on making a request along with a Demand Draft of Rs.3000/- in favour of “Venkateshwara Open University” payable at “New Delhi” along with the prescribed form. The Transcript shall be sent through Registered/Speed post to the candidate.

(Transcript shall be issued as per approval accorded by the statutory bodies of the university and procedure.)

4. Issue of Migration Certificate:

For issue of a university migration certificate a student shall be required to:

- i. Fill up the prescribed application form.
- ii. Original migration certificate of previous qualification.
- iii. Must attach a photocopy of the following :
 - a) Attested photocopy of 10th / 12th / UG / PG documents.
 - b) Mark sheet of the last examination passed by VOU.
 - c) Must submit the requisite fee of Rs.2000/- in the form of a Demand Draft drawn in favour of "Venkateshwara Open University" payable at "New Delhi".

5. For Issue of a Duplicate Certificate:

In case of a certificate lost, destroyed and defaced a student may apply for the issue of a duplicate certificate along with the following:

- i. The prescribed application form for issue of duplicate certificate.
- ii. An affidavit on a non judicial paper of the value of Rs.10/-.
- iii. Must deposit the requisite fee of Rs.1000/- in the form of Demand Draft drawn in favour of "Venkateshwara Open University" payable at "New Delhi".

Declaration:

I hereby declare that the information provided above are true to the best of my knowledge. In the event any of above information found wrong or misleading, I shall be liable for appropriate action. The decision of the University will be final and binding on me.

Signature of the candidate

Date

FOR OFFICIAL USE ONLY

Approved

☐

Not Approved

☐

In case of not approved (give reasons) _____

Controller of Examinations

Registrar