



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

Application Form for Second Copy of Educational Credential

From,

Name of the Applicant:		<input type="checkbox"/>	Degree
Residential Address:			<input type="checkbox"/>
City (With Pin Code):			
Mobile Number:			
e-Mail ID:			
Date of Application:			

To, The Deputy Registrar (Examinations)
The Maharaja Sayajirao University of Baroda, Vadodara.

NEFT/RTGS/IMPS Transaction Number: -

Sir,

I the undersigned request you to kindly issue me the Second Copy (Duplicate) Educational Credential. My academic particulars are as follows:

Name of a Student	(In full and in CAPITAL Letters, as per Original Academic Document)												
PRN													
Faculty/College													
Name of the Examination	(As per Mark-sheet)												
Branch/Specialization, if any	(Major, Minor, Principal, Subsidiary, Optional, Special Method)												
Seat Number		Month & Year of Passing											
Class/Grade Obtained		Date of Convocation											
Total Marks obtained		Out of											
Purpose of Certification													

I hereby declare that, I have read the rules related to issuance of the said certificate. I the undersigned hereby solemnly affirm that the details specified hereinabove and the self-attested copies of testimonials and certificates submitted thereto in support of information filled in this form by me is/are accurate and as per the actual record(s) to the best of my knowledge.

Yours faithfully,

Signature of the Applicant

Procedure of Application:-

- Fee for present application, please pay the fees [NON-REFUNDABLE] as shown on the vertical side of the form to be paid through NEFT/RTGS/IMPS in the following Bank Account:
 - Name of the Account:** Registrar, The M. S. University of Baroda
 - Name of the Bank:** Bank of Baroda - **Branch:** University Campus Branch
 - Account Number:** 02010100009937
 - IFSC:** BARB0MSUNIV [The fifth character is Numeric ZERO]
- Please submit this form along with the self-attested copy of the LAST Mark-sheet/Degree Certificate.
- Please submit an Undertaking on a Non-Judicial Stamp Paper declaring the Loss of Document.
- The application should be made and signed by the candidate himself/herself. Application made by a person other than the candidate will not be entertained.
- Please submit the Xerox copy of the LAST Mark-sheet [All attempts] (In readable Horizontal Format) + Degree Certificate + Valid Photo Identity-card + RTGS/NEFT/IMPS Payment acknowledgement Screen-shot along with the scanned copy of the present application form on office-exams@msubaroda.ac.in under CC to dr-exam@msubarosda.ac.in through an email.
- Incomplete application will not be entertained.
- You will be contacted on the mobile, as soon as the Certificate is ready.
- This certification will be issued to the candidate "In-Person" only on production of the Identity Card. In case the candidate is unable to remain present in person, the written authority from the applicant should be produced along with the copy of photo ID Proof with signature of the student as well as copy of Valid Photo Identity-card of the authorized person collecting the certificate on Student's behalf.

To be filled in while collection

Certificate Number	EX13/
Date of Collection	
Signature for Receipt of Certificate	

-----FOR OFFICE USE ONLY-----

Chancellor / Vice-Chancellor/ Pro Vice-Chancellor: _____

Convocation Number: _____ Date of Convocation: ____ / ____ / ____

Class/Grade Obtained: _____ Branch/Specialization, if any: _____

May be issued Please. Verified & Found Correct: _____

Deputy Registrar (Exams.)

16 Years & Above
₹2000/-

11 – 15 Years
₹1500/-

06 – 10 Years
₹1000/-

Duration in Years: 01 – 05 Years
₹550/-