



KLE UNIVERSITY

(Formerly known as KLE Academy of Higher Education & Research, Belgaum)
[Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956 vide Government of India Notification No.F.9-19/2000-U.3(A)]

Accredited 'A' Grade by NAAC

Placed in Category 'A' by MHRD (GoI)

Office of the Registrar, KLE University,

JNMC Campus, Nehru Nagar, Belgaum-590 010, Karnataka State, India

: 0831-2444444 **FAX:** 0831-2493777 **Web:** <http://www.kleuniversity.edu.in> **E-mail:** info@kleuniversity.edu.in

Ref. No.KLEU/13-14/D-14

1st April 2013

C I R C U L A R

Sub: **Format for issue of various documents to the students.**

Please find enclosed the format for issue of various documents to the students as regards to the following:

1. Correction of name in the Marks-card.
2. Duplicate Marks-card
3. Provisional Degree Certificate
4. Duplicate Marks-card / Degree Certificate
5. Attestation / Transcript of the documents
6. Rank Certificate

The students who approach the constituent units of the University for issue of the aforesaid documents may be advised to submit the application in the prescribed format along-with Demand Draft towards the prescribed fee and copies of the requisite documents mentioned therein.

The same has been disseminated on the University website. The students who approach your Institution for issue of the aforesaid documents may be advised to download the application from the University website and submit the application along-with Demand Draft towards the prescribed fee and the requisite documents mentioned therein to the University.

Prof. (Dr.) V.D.PATIL
Registrar



KLE UNIVERSITY

(Formerly known as KLE Academy of Higher Education & Research)

[Established under Section 3 of the UGC Act, 1956 vide Government of India Notification No.F.9-19/2000-U.3 (A)]

To

The Registrar,
KLE University,
Belgaum.

Respected Sir,

Recent photograph
taken within
six months

Sub: Request for issue of document (s) pertaining to my qualification.

- Correction of name in Marks-card.
- Consolidated Marks-card
- Provisional Degree Certificate
- Duplicate Marks-card / Degree Certificate
- Attestation / Transcript of the documents
- Rank Certificate

1. Full Name of the candidate in block letters as registered for the University Examinations	_____ _____		
2. Gender	Male ____	Female ____	
3. Registration No.	_____		
4. Course and Year of passing (Month & Year) (Phase / Part I or Part II, etc. to be mentioned clearly)	Part/Phase	Month	Year
5. College from which appeared	_____		
6. Correct postal address to which the Certificate to be sent (in block letters with PIN code)	_____ _____ _____ PIN No. _____		
7. Contact details of the candidate	Mobile No. : _____	Telephone No. : _____ STD _____	
	E-mail : _____		
8. Particulars of the prescribed fee paid:			
a) Demand Draft No. _____	b) Date : _____		
b) Name of the issuing Bank	_____		
c) Beneficiary name (drawn in favor of)	Registrar, KLE University payable at Belgaum		
d) Amount	Rs. _____		

Note : Please write the name of the applicant on the reverse of the Demand Draft

- 2 -

DECLARATION

I, Mr. / Ms. / Dr. _____ hereby declare that the information furnished in this application for issue of the aforesaid document / certificate is true to the best of my knowledge and belief. In case of any information found false / incorrect by the University, the application is liable to be rejected.

Yours faithfully,

Place : _____

Date : _____

Signature of the Applicant

ENDORSEMENT BY THE HEAD OF THE INSTITUTION

The information furnished by the above candidate is correct as per the records maintained at the College.

Place : _____

Date : _____

Seal

Signature of the Principal

Please tick the document(s) submitted

<p>A. CORRECTION OF NAME IN THE MARKS CARD:</p> <ol style="list-style-type: none"> 1. Letter forwarded from the Principal 2. DD for Rs.200/- per Marks Card. 3. Photocopy of the S.S.L.C. Marks card and 10+2 Marks Card 	<p>D. DUPLICATE MARKS CARD / DEGREE CERTIFICATE:</p> <ol style="list-style-type: none"> 1. Request letter forwarded by the Principal. 2. DD for Rs.3,000/- for UG (Indian) Rs.5,000/- for UG (Foreign) / PG Diploma (Indian) Rs.6,000/- for PG Diploma (Foreign) / PG Degree (Indian) Rs.9,000/- for PG Degree (Indian) Rs.10,000/- for PG (DM/M.Ch.) (Indian) Rs.12,000/- for PG (DM/M.Ch.) (Foreign) Rs.4,000/- for Fellowship Programs Rs.2,000/- for Certificate Courses (Medical & Dental) Rs.1,000/- for Certificate courses in Music Rs.1,200/- for PG Diploma in Music or equivalent amount in USD. 3. Affidavit on Stamp paper of Rs.20/- signed by a Notary. 4. Acknowledgment for having lodged Police complaint. 5. Notice for loss of marks card in the newspaper.
<p>B. CONSOLIDATED MARKS CARD:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate. 2. Photo-copies of the marks cards of the entire course. 3. DD for Rs.1,500/- Surrender of Original Marks Card(s). 	<p>E. ATTESTATION / TRANSCRIPT OF THE DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate. 2. DD for Rs.1,200/- for first set. For each extra set Rs. 300/- 3. Photocopy of the documents.
<p>C. PROVISIONAL DEGREE CERTIFICATE:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate. 2. Photo-copies of the marks cards (all years) attested by a Gazetted Officer. 3. Attested Photocopy of the Houseman-ship / Training Certificate. 4. DD for Rs.700/- for UG, Rs.800/- for PG (Diploma), Rs.800/- for PG Degree 	<p>F. RANK CERTIFICATE:</p> <ol style="list-style-type: none"> 1. Request letter forwarded by the Principal. 2. DD for Rs.700/-. 3. Attested Photocopy of marks card.

Note:

- To receive any document from KLE University in person Identity Card is mandatory.
- Students should collect the documents from their respective college.