



# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

## APPLICATION FOR ISSUE DEGREE/ DIPLOMA/ CERTIFICATE

The Controller of Examinations  
Jamia Millia Islamia  
New Delhi-110025

Affix an  
attested  
Photograph

Sir,

I request you please issue me the Degree/ Diploma/ Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My particulars are as follows:

Candidate's Name: (in Block Letters) \_\_\_\_\_

Candidate's Name in Urdu or Hindi: \_\_\_\_\_

Father's Name (in Block Letters) \_\_\_\_\_

Father's Name in Urdu or Hindi \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Present Postal Address: \_\_\_\_\_

\_\_\_\_\_ Phone No: \_\_\_\_\_

Name of Examination: (Course) \_\_\_\_\_ Year: \_\_\_\_\_

Roll No: \_\_\_\_\_ Enrolment No: \_\_\_\_\_

Previous Enrolment No. if any .....

Verified from the records and certified  
that Mr./Ms. \_\_\_\_\_

Yours Faithfully

whose signature & photograph are attested  
above, has signed in my presence and is a  
genuine candidate. He has no dues.

(Signature of the Candidate)

\_\_\_\_\_  
Signature with seal  
Dean/ Principal/ Headmaster (Concerned)

\_\_\_\_\_  
Received the Degree/ Diploma/Certificate

\_\_\_\_\_  
Candidate/ Messenger  
Signature with date

I authorise \_\_\_\_\_ to collect my above mentioned Certificate.

The Specimen Signature of Messenger is given below.

(Specimen Signature of Messenger)

(Signature of Candidate)

(See Instructions ..... )

## INSTRUCTIONS

1. Attach photocopies of marks sheets of all years examination (passed).  
(In case of improvement, attach a photocopy of improved marksheet)
2. If the Course is completed in more than minimum duration of the course, attach the photocopy of the combined marks sheet.
3. Photocopy of notification in case of Ph.D. Degree.
4. The Candidate/ Messenger must show his/her Identity at the time of receiving the degree/ diploma/ certificate.

### **Issue of Duplicate Degree/Diploma/Certificate:**

Duplicate degree/diploma/certificate can also be obtained on submitting an application alongwith the following:

1. An affidavit signed and certified by the First Class Magistrate.
2. Cutting from the leading newspaper showing that the original has been lost or destroyed, or submit defaced/remaining portion of degree/diploma/certificate
3. Prescribed fee of Rs. 100/-

**Time required for preparation/issue of the certificate provided all other required documents are attached.**

Degree/Diploma/Certificate	30 days
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Duplicate Degree/Diploma/Certificate	60 days
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**Note:** Old cases of more than 5 years will require more time.

I have read all above mentioned instructions carefully. I will abide by the rules and regulations or any instructions given by Examinations Department.

**Signature**  
**Candidate/authorized person**