



# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

*Distance Mode*

## APPLICATION FOR CERTIFICATE

The Controller of Examinations  
Jamia Millia Islamia  
New Delhi-110025

Sir,

I request you please issue me the Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My signature and particulars given below are attested by the Dean/ Principal/Headmaster concerned.

Yours faithfully,

Date.....

.....

CANDIDATE

### PARTICULARS

- Candidate's Name.....  
(in Block Letters)
- Candidate's Name in Hindi or Urdu.....
- Father's Name.....  
(in Block Letters)
- Father's Name in Hindi or Urdu.....
- Present Postal Address:.....Phone No:.....
- Name of Examination:..... Part..... Year .....
- Roll No.....Enrolment No.....Previous Enrolment No If any.....
- Date of admission (Faculty/ College/ School) last attended.....  
(To be filled in when the Migration Certificate is required)
- Certificate Required: .....

NO DUES/ATTESTED

.....  
DEAN/PRINCIPAL/HEADMASTER (Concerned)  
OFFICE STAMP

**NOTE :** FOR PROVISIONAL/ AGE/ MIGRATION, MERIT CERTIFICATE, PLEASE ATTACH A PHOTOGRAPHIC COPY (**ATTESTED**) OF THE MARKSHEET OF FINAL EXAMINATION.

Received the Certificate mentioned above

.....

CANDIDATE

I authorise.....to collect my..... Certificate  
The Specimen Signature of Messenger is given below:

.....  
Specimen Signature of Messenger

.....  
CANDIDATE

Received application for.....Certificate  
from Mr./Ms.....

Date.....

For Controller of Examination

## FEES FOR ISSUING MIGRATION, PROVISIONAL & OTHER CERTIFICATES

- |  | Rupees     |
|--|------------|
| (1) <b>PROVISIONAL CERTIFICATE:</b>  | 20=00      |
| (2) <b>DUPLICATE MARKSHEET/MIGRATION/PROVISIONAL/AGE CERTIFICATE:</b> 50=00<br>(FOR above mentioned Duplicate Certificate attached a copy of F.I.R.)   |            |
| (3) <b>COMBINED MARKSHEET</b> (attach all the marksheets in original)  | 25=00      |
| (4) <b>CERTIFICATE OF AGE AS RECORDED IN THE JAMIA REGISTER:</b>   | 20=00      |
| (5) <b>MIGRATION CERTIFICATE:</b>  |            |
| (a) After passing the examination for the applicant was studying   | 20=00      |
| (b) Before passing the examination for which applicant was studying.   | 50=00      |
| (6) <b>CHANGE OF DATE OF BIRTH:</b>  |            |
| Date of birth as entered in the Register of students shall not be altered except on the Controller of Exams. being satisfied that there has ben a clerical error in the University office. Provided that Malis-I-Talimi (Academic Council) may on a reference by the Controller of Exams and after consideration of such documentary evidence as may be produced in any case, direct an alteration to be made in the record of the Register of Students. |            |
| (7) <b>CHANGE OF NAME:</b>   |            |
| A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations through the Dean of the Faculty concerned or the Head of the Institution last attended by him/her. In the case of a Private Candidate, such an application shall be made directly to the Controller of Examination and in the case of Employees through his/her Employer accompanied by:                    |            |
| (a) The prescribed fee:  | Rs. 150-00 |
| (b) An affidavit relating to his/her present and proposed name, dually sworn in the presence of a Magistrate by his/her parent or guardian, in case he/she is minor, or by himself/herself, in case he/she is major:   |            |
| (c) A publication from a newspaper in which the proposed change of name has been advertised. However the provision relating to publication shall not be applicable in case where a woman candidate is wanting to change in her name following her marriage.  |            |
| 2. The Examination Committee on considering such application and taking decisions thereon shall report to the Majlis-I-Talimi (Academic Council)   |            |
| (8) <b>TIME REQUIRED FOR PREPARATION / ISSUE OF THE MARK-SHEET/ CERTIFICATE PROVIDED ALL OTHER REQUIRED DOCUMENTS ARE ATTACHED.</b>  |            |

			Minimum Time required (working days)
(i)	Provisional Certificate	---	4 days
(ii)	Age Certificate	---	4 days
(iii)	Migration	---	5 days
(iv)	Duplicate Marksheet	---	10 days
(v)	Combined Marksheet	---	10 days
(vi)	Change of Name	---	6-7 months

**Note:** Old cases of more than 3 years will require more time.