



# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

*Distance Mode*

## APPLICATION FOR ISSUE OF DEGREE / DIPLOMA / CERTIFICATE

The Controller of Examinations  
Jamia Millia Islamia, New Delhi – 110025

Affix an  
attested  
photograph

Sir,

I request you to 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:

1. Candidate's Name.....  
(in Block Letters)
2. Candidate's Name in Hindi or Urdu.....
3. Father's Name.....  
(in Block Letters)
4. Father's Name in Hindi or Urdu.....
5. Mother's Name:.....
5. Present Postal Address.....  
.....Phone / Mobile No.....
6. Name of the Examination (Programme).....Part.....Year.....
7. Roll No.....Enrolment No.....

Previous Enrolment No if any.....

Verified from the records and certified that

Yours Faithfully,

Mr. / Ms.....

whose signature & photograph are attested above, has signed

In my presence and is a genuine candidate. He/She has no dues.

(Signature of Candidate)

\_\_\_\_\_  
Signature with Seal

Dean/Principal/ Headmaster/Director (concerned)

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

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

I authorize.....to collect my above mentioned Degree/Diploma/Certificate.

The Specimen Signature of Messenger is given below:

.....  
Specimen Signature of Messenger

.....  
(Signature of Candidate)

## 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 course, attach 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	30days
Duplicate Degree / Diploma / Certificate	60 days

**Note :** Old cases of more than 5 year will require more time

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

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