



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:

Residential Address:

City (With Pin Code):

Mobile Number:

e-Mail ID:

Date of Application:

Degree

Diploma

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:-

1. 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]
2. Please submit this form along with the self-attested copy of the LAST Mark-sheet/Degree Certificate.
3. Please submit an Undertaking on a **Non-Judicial Stamp Paper** declaring the Loss of Document.
4. 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.
5. 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@msubaroda.ac.in through an email.
6. Incomplete application will not be entertained.
7. You will be contacted on the mobile, as soon as the Certificate is ready.
8. 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.)