



Ref. No *VU/R/979/14*

Dated - *25.7.14*

**Notification regarding the procedure for obtaining Different types of Certificate**

The Executive Council of Vidyasagar University in its meeting dated 27.05.2014 has approved the following procedure for obtaining different types of certificates by students.

- A student who wants to get a certificate ( like Academic Transcript , Duplicate Mark sheet , Examination Certificate , Provisional Certificate , Migration Certificate ,etc ) should apply in the plain paper / prescribed format (available in the university website ) along with the photocopies of registration certificate , other supporting documents for date of birth verification, mark sheets of all examinations passed / appeared ( in chronological order) to the Registrar , Vidyasagar University , Midnapore -721102 along with requisite fees (in the form of demand draft) **in favour of " Vidyasagar University" , payable at Midnapore.**
- Outside employers may request for verification of authenticity of documents issued by the university. In such cases prescribed amount of fees as stated below should be paid to the University in the way mentioned in the preceding paragraph. Photocopies of the final year statement of marks is essential for verification of the documents like Diploma , Passing Certificate etc.
- If any candidate desires to receive any document by post at his/her address (within India only) as communicated, **Rupees 50/-** (Rupees fifty only )need to be paid as postal charges for each document along with the requisite fees.

Document Verification		
1	In respect of verification request from foreign agencies	US \$150 for each document
2	In respect of verification request from Indian Agencies	Rs. 1500/- for each document
Duplicate Documents		
1	Issue of Duplicate Mark Sheet (ordinary)	Rs. 70/- for each document
2	Issue of Duplicate Mark Sheet (urgent)	Rs. 110/- for each document
3	Issue of Examination (commencement / completion) Certificate (ordinary)	Rs. 60/- for each document
4	Issue of Examination (commencement / completion) Certificate (urgent)	Rs. 90/- for each document
5	Issue of Provisional Certificate	Rs. 125/- for each document
Miscellaneous		
1	Migration Certificate (after 3 weeks)	Rs. 150/- for each document
2	Migration Certificate (after 11 days)	Rs. 250/- for each document
3	Migration Certificate (on the same day)	Rs. 350/- for each document
4	Academic Transcript	Rs. 200/- for each Transcript

*ES*  
*pls. upload it on*  
*the vu website.*  
*25/07/14*

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Dr. J K Nandi  
Registrar (Actg)  
**Registrar (Acting)**  
VIDYASAGAR UNIVERSITY  
MIDNAPORE