

1. Name:		<b>For Office Use Only</b>	
Address		Eligibility Verified (Yes/No)	
PIN		Signature	
*Ph. (R):	*Mobile:		
2. Roll Number:	3. Course Code:		
4. Centre Code:	5. Center Name:		

6. Request for the issue of (put tick mark in one or more boxes)

i) Bonafide Certificate	<input type="checkbox"/>	No. of Copies <input type="checkbox"/>
ii) Migration Certificate	<input type="checkbox"/>	
iii) Transcript	<input type="checkbox"/>	

7. \* Briefly indicate the reasons for obtaining the above certificate:

8. Academic Details (enclose XEROX copy of the Mark Cards of all Semesters)

Semester	Mon & Year of Passing	Center Code	Semester Total	Semester Grade	Remarks

9. Fee Paid Details (Refer to the Important Instructions)

DD No:	Date:	Amount In Rs.
Bank Name:		Payable at Udupi/ Manipal only.

Certified that I have passed in all the semesters and the information given above is correct> I have not joined any other course of SMU.

Place:		Signature of the Applicant
Date:		
<b>10. Checklist (put tick mark in appropriate box)</b>		<b>11. Address to which the Certificate to be dispatched (CAPITAL LETTERS)</b>
1) XEROX copies of all Mark Cards	<input type="checkbox"/>	Name
2) X Standard Mark Sheet	<input type="checkbox"/>	Address
3) XII Standard Mark Sheet / Certificate	<input type="checkbox"/>	
4) Degree Certificate / Provisional Certificate	<input type="checkbox"/>	
5) Demand Draft	<input type="checkbox"/>	PIN:
* information is mandatory		Res/Mobile:

### IMPORTANT INSTRUCTIONS

**Read the following instructions carefully before filling up the application form.**

- (1) S.No.1: Please write Name and Address, Phone Numbers and email ID details.
- (2) S.No.2: Write your Reg/Roll Number.
- (3) S.No.3: Write the Course Code of the course you have completed.
- (4) S.No.4: Write the Learning Center Code.
- (5) S.No.5: Write the Learning Center Name.
- (6) S.No.6: Write the number of additional copies of transcript required.
- (7) S.No.7: Briefly indicate the purpose for which you require Bonafide and/or Migration Certificate and/or Transcript (compulsory).
- (8) S.No.8: Please fill in the academic details in the table.
  - In the column “Centre Code” indicate the learning centre code through which you have appeared for the respective Semester Examinations.
- (9)S.No.9: Fill in the DD details. DD must be drawn in favour of ‘**Sikkim Manipal University, DE**’ payable at **Manipal/Udupi, only**.
- (10)S No.10: Checklist: Put the ‘tick’ mark in boxes as per enclosures list.
- (11)S.No.11: **Write the complete Address to which the Bonafide Certificate / Migration Certificate / Transcript is to be dispatched in CAPITAL LETTERS only.** Certificates will be dispatched only to student’s residential address.
- (12) Enclose the following documents along with the application form:
  - a) XEROX copy of the Consolidated Marks Card (CMC) and Degree Certificate (DC).  
In case, if the student has not received the Consolidated Marks Card and Degree Certificate, enclose the following:
    - (I) Duly attested by the Gazetted Officer or Notary Public
      - (A) in case of Undergraduate Certificate
        - Copy of 10<sup>th</sup> Standard Mark Sheet
        - Copy of +2 Mark Sheet / Certificate

(B) in case of Postgraduate Certificate

- Copy of 10<sup>th</sup> Standard Mark Sheet
- Copy of +2 Mark Sheet / Certificate
- Copy of Degree Certificate / Provisional Pass Certificate
- Copy of PGDIT/PGDCA Certificate

- b) Xerox copy of the Marks card of all Semesters of course as mentioned at S.No.8 in the application form.
- c) Demand Draft.

**(13) Fee Particulars:**

<b>Category</b>	<b>Fee to be paid Amount in Rs.</b>
1. Bonafide Certificate	200.00
2. Migration Certificate	200.00
3. Transcript	200.00
4. Additional copies	100.00 per copy for Transcript only

(14) In case, if the transcripts are to be dispatched directly to any University or to the student who is residing in a country other than India, the postage charges as applicable for that country as per Postal Department shall be borne by the student. The demand draft shall be made including postal charges amount as applicable.

(15) Please send duly filled in application along with enclosures to the following address for Bonafide Certificate/Migration Certificate:

**The Additional Registrar  
Directorate of Distance Education  
Sikkim Manipal University  
1<sup>st</sup> Floor, Syndicate House  
MANIPAL – 576 104, KANATAKA. India.**

(16) Please send duly filled in application along with enclosures to the following address for Transcript:

**Controller of Examinations  
Directorate of Distance Education,  
Sikkim Manipal University of Health, Medical &  
Technological Sciences, 1 Floor, Corporation Bank Building,  
Manipal – 576 104  
Telephone 91 – 820-4297200**

(17) Any queries with regard to Bona fide Certificate / Migration Certificate / Transcript status email to [smuhelpdesk@manipalu.com](mailto:smuhelpdesk@manipalu.com).

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