

**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY, SRINAGAR-GARHWAL**

(A Central University)

Uttarakhand 246174



**Application Form for Degree/ Provisional Certificate/ Migration/ Transcript/ Bonafide/ Correction/  
Verification/ Language Certificate/ Duplicate Degree or Mark Sheet etc.**

Fee can be paid digitally through payment gateway  
URL: <https://forms.eduqfix.com/hnbgaruvi/add>

**Details of Fees (in Rupees)**

(1) Original Degree	500/-	(10) Correction of Degree (after 1 Yrs)	500/-	(16) Bonafide Certificate for passed out student	250/-
(2) Duplicate Degree*	1000/-	(11) Course Matching & Verification	1000/-	(17) Verification for Private Institutions	2000/-
(3) Ph.D./D.Phil Degree	500/-	(12) Change of Examination Centre	1500/-	(18) Verification for Govt. Sector (except police or Court)	600/-
(4) Provisional Degree	150/-	(13) Admission Centre Transfer	2000/-	(19) Verification for Certificate for Govt. Aided College	1850/-
(5) Migration Certificate	200/-	(14) Transcript (up to 3 copies) + Rs. 200/-	2000/-	(20) Certificate of medium/language	500/-
(6) Duplicate Migration Certificate*	800/-	Each for extra copy +Postage		(21) Document Attestation (Each copy)	25/-
(7) Duplicate Marksheet*	500/-	(for foreign country)		(22) Under Graduate Certificate, after 1 year (NEP)	500/-
(8) Correction in Marksheet (after 1 Yrs)	500/-	(15) Certificate of medium/language	500/-	(23) Under Graduate Diploma, after 2 year (NEP)	500/-
(9) Admission Centre Transfer	2000/-			(24) Bachelor Degree after 3 year (FYUP)	500/-

\*Duplicate migration /degree / marksheet will be issued only after submitting the FIR copy.

**Write Student's Name and Parents' Name in Hindi —Mandatory for Degree Application**

डिग्री आवेदन के लिए छात्र का नाम एवं माता-पिता का नाम हिंदी में लिखना अनिवार्य है।

**Application For :** .....**1. Name (as per Final Year Mark sheet)**

(i) Name (in English Capital letters) .....

(ii) नाम (हिन्दी में) .....

**2. Father's Name:** (in Capital letters) ..... (हिन्दी में) .....**3. Mother's Name:** (in Capital letters) ..... (हिन्दी में) .....**4. Date of Birth:** .....**5. Name of Course Passed:** ..... **Regular/Private:** ..... **Division:** .....**6. Roll No:** ..... **Enrolment No:(G):** ..... **Regd.No.(Ph.D/M.Phil):** .....**7. Year of Passing:** ..... **Batch:** .....**8. Name of Campus/College:** .....**9. Subjects/Papers/Title of Ph.D/M.Phil. Thesis (both in Eng & Hindi):**

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**10. Email** ..... **Mobile No** .....**DECLARATION**

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief. I understand that if the information given by me is proved false/not true, I will have to face the punishment as per the law.

**Date:** .....**(Signature of Applicant)** .....**For Office (Account Section) Use Only**

Received a sum of Rupees ..... through Cash/Bank Draft/Online transfer and entered in the Cash

Book No: ..... Receipt No: ..... Date: .....

**(S.O.)** .....**(Cashier)** .....**Registered/Speed Post**

To, .....

**The applicant to write the detailed  
Address with Phone No. Where he  
certificate to be sent  
(in capital letters)**

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## GENERAL INSTRUCTIONS

1. For obtaining various certificates like Degree/Provisional/Migration/Transcript/Bonafide/Duplicate Degree or Mark sheets/Correction/Verification of educational credential etc. related to course of study one can apply in the prescribed format available on the homepage under "Download" on the university website [www.hnbggu.ac.in](http://www.hnbggu.ac.in) and filled in application along with necessary documents and proof of fee deposit may be sent to the **Asstt. Registrar (Exam), HNB Garhwal University, Srinagar Garhwal, Uttarakhand, Pin-246174** by speed post/courier or scan copies can be sent through email to:

For (a) <b>Degree</b> (original/duplicate)	- <a href="mailto:hnbgudegree@gmail.com">hnbgudegree@gmail.com</a>
(b) <b>Provisional Certificate/Marksheet</b> (dup/corrected)	- <a href="mailto:soexamhnbggu@gmail.com">soexamhnbggu@gmail.com</a>
(c) <b>Provisional Certificate</b> (Ph.D/M.Phil)	- <a href="mailto:deputyregistrarresearch@gmail.com">deputyregistrarresearch@gmail.com</a>
(d) <b>Migration</b>	- <a href="mailto:somigrationhnbggu@gmail.com">somigrationhnbggu@gmail.com</a>
(e) <b>Transcript/Bonafide/Certificate of Medium of Study/ Verification/Attestation Letter</b> etc.	
▪ <b>Conventional Courses</b>	- <a href="mailto:confidentialmainhnbggu@gmail.com">confidentialmainhnbggu@gmail.com</a>
▪ <b>Other Technical/Professional Courses</b>	- <a href="mailto:confidentialprofhnbggu@gmail.com">confidentialprofhnbggu@gmail.com</a>

A copy may also be emailed to [arexamhnbggu@gmail.com](mailto:arexamhnbggu@gmail.com)

## DOCUMENTS TO BE ENCLOSED APART FROM FEE RECEIPT:

- **For Provisional Certificate:** Self attested copies of all mark sheets/Thesis submission certificate & date of Viva (Ph.D/M.Phil).
  - **For Degree (UG & PG):** Self attested copies of all mark sheets/Internship completion certificate (if applicable)/Aadhar etc.
  - **For Degree (Ph.D./M.Phil):** Self attested copies of Pre-Ph.D/M.Phil mark sheet/Provisional Certificate/Aadhar.
  - **For Migration:** Self attested copies of mark sheets/Aadhar.
  - **For Verification:** Self attested copies of all mark sheet/degree.
  - **For Transcript/Bonafide:** Self attested copies of all mark sheet/degree etc. and Reference No. of the agency (if applicable).
  - **For duplicate degree/mark sheets/migration etc.:** Self attested copies of mark sheets/degree etc and **FIR** (original).
  - **For Certificate of Medium of Instructions:** Self attested copies of mark sheets and certificate of medium of study from respective College/Campus.
  - **For correction in certificate/mark sheet:** Original copy needs to be submitted along with affidavit (only for correction in names) with other documents.
  - **For change of Exam Centre:** Self attested copies of mark sheets and NOC from both the centres.
2. You can apply/track for your degree "**ONLINE**" through the official portal of HNB Garhwal University: [https://online.hnbggu.ac.in/online\\_facility](https://online.hnbggu.ac.in/online_facility). [For the students enrolled from 2015-16 onwards under the CBCS].
3. Fee has been mentioned against each item in the application format. If fee has been paid already, need not pay again and same has to be verified from university cash counter.
4. Payment of fee can be made directly through payment gateway link [URL: <https://forms.eduqfix.com/hnbggaruvi/add>] available on university website under online facility.
5. For sending any certificate/educational verification etc. outside India, postal charges **@Rs.1500/-** (Rupees Fifteen Hundred only) to be paid **extra** apart from the prescribed fee. However, no extra postal charge to be paid for receiving any certificate within India. Transcripts & verification can also be sent digitally in **PDF format** to the verification agency with **Reference No/Students ID** etc without any extra postal charge.
6. Separate applications should be submitted for different certificates. Applicants are advised to write the address in detail and clearly readable (in capital letters) the place to sent the certificate along with reference no./student ID etc., if any. The University shall not be responsible for any delay/misshaping of postal department.
7. All candidates are advised to apply for any documents well in advance since verification of records requires considerable time. The process shall take minimum three weeks time from the date of receipt of the application completed in all respect.
8. All entries in the application format to be entered compulsorily/carefully. Incomplete/incorrect application form shall be rejected.

**Registrar**