



# OM STERLING GLOBAL UNIVERSITY, HISAR

NH-52, Hisar - Chandigarh Road, Hisar - 125001 Haryana (India)

## Application Form for issue of Certificate(s)

(Provisional, Migration, Duplicate Mark sheet, Degree certificate, Transcript or any other)  
(Please Tick on Relative Document)

- 1. University Enrollment No. ....
- 2. Name of Applicant (Capital).....
- 3. Father's Name (Capital).....
- 4. Mother's Name (Capital).....
- 5. Certificate Required.....

### PARTICULARS OF LAST EXAMINATION

- 6. COURSE .....SEM.....YEAR..... ROLL NO.....
- 7. Result: Pass/Failed/Absent..... Division .....
- 8. Title of Certificate Required.....
- 9. Particulars of fee deposited for certificate (1) Amount deposited Rs. ....(2) Receipt No & Date.....

Dated: ..... Signature of Applicant .....

Postal address & Phone no.....  
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### For Office use only (Permission for certificate issue)

The details furnished by the student have been verified, the University Certificate may /may not be issued.

Assistant Exam Cell

Controller of Examinations

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### For office use only (Certificate Receiving by Student)

I received the {Title of Certificate(s) & Sr.No}.....on Date.....

Signature of Assistant Exam Cell

Signature of the applicant

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## **Procedure for obtaining University Certificate**

1. The application form must be signed by the student and in no case by someone else on his/her behalf.
2. Submit original Office copy of prescribed fee slip with the application form.
3. The prescribed fee for the required Certificate can be remitted by cash/DD or any other mode in favour of “**OM STERLING GLOBAL UNIVERSITY, HISAR, (HARYANA)-125001**”.

**OR**

Through Net Banking/UPI/Bank Challan by transferring/depositing the total amount in university bank account as detailed below:

Bank Name: **HDFC BANK**

A/C No- **50200040224861** (Type of Account- Current A/c)

Name- **Om Sterling Global University**

Bank Address: **SCO No. 178-179, Red Square Market, Railway Road, Hisar-125001 (Haryana)**

IFSC Code: **HDFC0000155** (used for RTGS/NEFT, IFSC)

SWIFT: **HDFCINBB**

MICR Code: **125240102**

Branch Code : **0155**

5. At the time of submission of the application for issue of migration certificate the applicant should bring his /her Degree certificate/statement of Marks of Final Year / Provisional Certificate issued by the University for Verification.
6. Applicant applying by post may submit a self-attested photocopy of the said certificate.
7. Duplicate Migration certificate can be issued only in case the same has been lost, destroyed or mutilated on submission of an affidavit drawn up on a non-Judicial stamp paper of the value of Rs 10/-to be sworn before 1<sup>st</sup> Class magistrate on the prescribed format.
8. One Photo copy of ID of applicant should be enclosed with the application.
9. Prescribed fee details for getting University Certificate(s)

➤ Migration (original )	Rs. 1000/sheet
➤ Migration (Duplicate )	Rs. 2000/sheet
➤ Degree (Original)	Rs. 2000/sheet
➤ Duplicate (Original) Degree	Rs. 4000/sheet
➤ Provisional Degree Certificate	Rs. 1000/sheet
➤ Transcript (First Copy)	Rs. 2000/per copy
➤ Transcript (Second Copy or more)	Rs. 1000/per copy
➤ Postal charges	Rs. 300/- (India only)
➤ Postal charges ( Out of India)	Rs. 3000/-

**Controller of Examinations**

