

**BERHAMPUR UNIVERSITY**  
**BHANJA BIHAR, BERHAMPUR -760007, GANJAM (ODISHA)**

**GUIDELINES FOR ISSUANCE OF CERTIFICATES**

**Issue of Original Certificate**

1. **Regular Candidates** need to download Form No. BU/EXG/53 from our website [www.bamu.nic.in](http://www.bamu.nic.in), and fill required information and submit the form through the Principal of the College from where studied and apply for original degree/diploma Certificates.
2. **Non-Collegiate Candidates** need to download Form No. BU/EXG/53 from our website, fill the required information, get attested by a Gazette Officer to the effect that the entries are correct and the applicant is the right person to claim the original certificate or diploma.
3. The form No. BU/EXG/53 can also be used for issue of duplicate certificate and diploma. Duplicate Certificate is issued only upon production of an affidavit signed in the court of Magistrate to the effect that the original certificate has actually been lost /destroyed. **Duplicate** diplomas shall not be issued under any other circumstances.
4. Collegiate/Non-Collegiate candidates while applying for their certificate/diploma whether **Original** or **duplicate** should attach attested photo copies of their provisional certificate and Mark sheets of the concerned examinations.
5. ORIGINAL CERTIFICATES ARE TO BE ISSUED TO THE CANDIDATES ONLY ON SUBMISSION OF TESTIMONIALS (attested copies of certificates) OF QUALIFYING EXAMINATION i.e. FROM H.S.C.E/ HIGH SCHOOL ONWARDS ALONGWITH THE APPLICATION FORM. IF THERE IS ANY AMBIGUITY, THE CERTIFICATE SHALL BE REFERRED TO THE CONCERNED BOARD/COUNCIL/UNIVERSITY FOR VERIFICATION.
6. Collegiate candidate may apply for original degree/diploma through their respective college with the following fees in shape of SBI Collect, Challan (State Bank/ Canara Bank, Bhanjabihar Branch) or Bank Draft drawn in favour of the Comptroller of Finance, Berhampur University.
  - (i) Fees for Original Certificates (Collegiate/Non-Collegiate)-Rs. 450/-
  - (ii) Fees for Original Certificates (Duplicate)(Collegiate/Non-Collegiate)-Rs. 550/-

## **Issue of Migration Certificate**

1. Regular student intending to obtain a Migration Certificate from the University should apply for the same through the Head of the institution/College they last attended under the University, otherwise the certificate cannot be issued to them.
7. Non-Collegiate student who have not attended any college under the University or registered their name as student of the University should submit their application for issue of Migration Certificate directly to the University with attestation by a Gazette Officer to the effect that the entries are correct and the applicant is the right person to claim the original certificate or diploma.
2. The applicant must also submit an attested copy of the Degree/Provisional Certificate of the last Examination (admit card in case of failed candidates) in support of his/her appearance as non-collegiate candidate.
3. The applicant must surrender their Registration Receipt in Original while applying for issue of the Migration Certificate (or the duplicate registration receipt in case the Original one is lost)
4. The Prescribed fee of Rs. 220/- should be paid through SBI Collect only.
- 5. Money orders /Postal Orders are not acceptable.**
6. The requisite fee stated above, must be paid in advance.
7. Applications for refund of Migration Fee to the students who do not join another University after obtaining a Migration Certificate from this University are not admissible under the rule. In case of such student(s) rejoining join this University, should surrender the Migration Certificate to this University through the Principal of the College where they join, with prescribed fee.
8. Students intending to obtain duplicate copy of Migration Certificate once issued to them in case the original is lost or destroyed, should apply for a fresh copy on payment of the prescribed fee in full giving the number and date of original certificate and an affidavit from the Executive Magistrate duly forwarded by the Principal in case of collegiate candidate and by a Gazette Officer in case of a non-collegiate candidate.
9. A Self-Addressed envelope must be enclosed along with the application form while applying for Migration Certificate.
- 10. Under no circumstances Triplicate Migration Certificate shall be issued.**
11. For any other information not provided above, clarification may be sought from the Controller of Examinations, Berhampur University, Bhanjabihar, Berhampur- 760007 (Ganjam), Odisha by sending a postal mail with details, and enclosing a self –addressed stamped envelope.

### **For Marksheet & Provisional Certificate**

1. The applicant needs to download the form from our website [www.bamu.nic.in](http://www.bamu.nic.in), fill the required information in the form and attest it by the principal of the college or any Gazette Officer authenticating that the applicant is the right person to apply for the Provisional Certificate, Mark sheet or Provisional cum Mark Sheet.
2. The applicant must apply for Provisional Certificate, Mark sheet or Provisional cum Mark Sheet with the required fees through SBI Collect, Challan (State Bank/Canara Bank, Bhanja Bihar Branch) or Bank Draft drawn in favour of the Comptroller of Finance, Berhampur University.
3. Separate application form must be used for each examination.
4. Incomplete applications will be summarily rejected without any intimation to the application.
5. In respect of M.Phil/Ph.D./M.D.M.S. Examinations, a Photo Copy of the notification be enclosed along with the application form.
6. In respect of M.B.B.S./B.H.M.S./B.A.M.S. Examinations, a Photo Copy of the rotating Housemanship be enclosed along with the application form.

### **For Educational Verification/Authentication of Certificate**

- I. Applicants may write a letter or application to the Registrar or Controller of Examinations for any certificate verification /Authentication.
- II. Applicants may apply for Verification/Authentication of Certificate with the required fees Rs. 500/- (Five hundred) only through SBI Collect, Challan (State Bank/ Canara Bank, Bhanja Bihar Branch) or Bank Draft drawn in favour of the Comptroller of Finance, Berhampur University.
- III. No fees are required on any letter or application received from any Central Government or State Government.
- IV. Applicants while applying for their certificate for verification, should attach attested photocopies of their Original degree certificate, Provisional certificate and Mark Sheets of the concerned examinations.
- V. Applicants if placed abroad and are not in a position to follow the instructions mentioned above such as attestation by a Gazette Officer, must get the authentication process done in India through family members/concerned Principal/Head of Department.

### **For Official Transcript**

1. Applicants may write a letter or application to the Registrar or Controller of Examinations for any Transcript.
2. Applicants may apply for Official Transcript with the deposit of required fees Rs. 1000/- (One thousand) only through SBI Collect, Challan (State Bank/ Canara Bank, Bhanja Bihar Branch) or Bank Draft drawn in favour of the Comptroller of Finance, Berhampur University for each degree.

3. If needed to be sent out of Country (abroad) after preparation, they need to pay extra amount of Rs.1500/- (Rupees One thousand and five hundred) towards postal charge) in addition to the application fee as applicable.
4. Candidates while applying for Transcripts should attach attested photocopies of their Original degree certificate, Provisional certificate and All Mark Sheet of the concerned examinations.
5. **For e-submission** : The applicant should fill up the form and with required fees as mentioned above and submit the same with all relevant documents in PDF file by email to: **controller@buodisha.edu.in**.

### **Mode of Payment**

- (i) SBI Collect SBI Collect A/C. No. 35586275402, State Bank of India, Berhampur University, Bhanja Bihar, Ganjam .Odisha.
- (ii) SBI Collect SBI Challan A/C No.10941791292 State Bank of India, Berhampur University, Bhanja Bihar, Ganjam-760007, Odisha.
- (iii) Canara Bank Challan A/c No. 6371214000003, IFC Code: CNRB 0006371

### **Fee Structure**

1. Fees for Original Certificate	Rs. 450/-
2. Fees for Original Certificate ( <i>Duplicate</i> )	Rs. 550/-
3. Fees for Educational Verification/Authentication of Certificate (Except Govt. Application)	Rs. 500/-
4. Fees for Official Transcripts (Each Degree)	Rs. 1000/-
5. Fees for Official Transcripts for Out of India(Rs. 1000/-+Postal fee-1500/-)	Rs. 2500/-
6. Fees for Migration Certificate	Rs. 220/-
7. Fees for Registration receipt	Rs. 150/-
8. Fees for Provisional Certificate (Ph. D.)	Rs. 200/-
9. Fees for Mark sheet Cum Provisional Certificate	Rs. 100/-
10. Fees for Mark sheet	Rs. 50/-
11. Fees for Provisional Certificate	Rs. 75/
12. Fees for Issue of Merit Certificate	Rs. 100/-
13. Fees for Issue of Date of Publication Certificate	Rs. 100/-

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Controller of Examinations  
Berhampur University