controller@mangaloreuinversity.ac.in convocation@mangaloreuniversity.ac.in Website: https: //mangaloreuniversity.ac.in

Application for the issue of Second Original Degree Certificate / Second Original / Consolidate / Correction / R.N.C.L. Marks Cards / Rank / Verification of Documents / Official Transcript / Provisional Pass / Other Certificates

Note :

- The Application is to be sent to **The Registrar (Evaluation), Mangalore University, Mangalagangothri, D.K. Karnataka, India - 574 199.**
- Incomplete applications will be rejected and the fee paid is non refundable under any circumstances.

1. Personal Details :

Name of the Candidate (in Block Letters)	:	
Nationality	:	Male ☐ Female ☐ Others ☐
Registration Number	:	
Course / Programme (For Engineering mention the Branch)	:	
College / Department	:	
Phone Number	:	Email ID :

2. Service/s Provided:

Note : Please make separate applications for each of the following main items. Details of the fees and other information are given overleaf.
Tick ☑ for the service/s you are applying for, and specify the year / semester of the courses for which marks cards are required / submitted.

Service Required	Number of Original Marks Cards Submitted	Details (Passing Year / Semester details / Nature of the Correction)
A. Marks Cards : (The Marks card/s will be sent to the concerned college)		
(i) Second Original Marks Card/s ☐		
(ii) Consolidated Marks Card/s ☐		
(iii) Correction / Damage Marks Card/s ☐		
(iv) RNCL Marks Card ☐		

B. Certificate	Details (Month, Year of Passing / Nature of Correction)		Address to which document/s to be sent)
i. Second Original / Correction of Degree / Diploma Certificate ☐		By Hand ☐	
ii. Provisional Pass Certificate ☐		By Post ☐	
iii. Provisional Degree Certificate ☐			
iv. Pass Certificate ☐			
v. Rank / Second Original Rank Certificate ☐			
☐			Pincode :
C. Verification of Documents ☐			Ph No. :
☐			E-mail ID :

3. Payment Details : Details of the fees and different modes of payment are given overleaf.

Online Payment ☐ **Challan** ☐ **Demand Draft** ☐

Online Payment Ref. No./ Challan No. / D.D. No.	Amount (in Rs.)	Date	Name and Place of the Bank (only for D.D.)

Place : Date : **Signature of the Candidate :** _____

Forwarded to the Registrar (Evaluation), Mangalore University, for needful.

Place : Date : **Signature of the Principal :** _____

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4. Acknowledgement

(Only for those who submit the application in person to the University)

Personal Details	For Office Use only		Initial of the Receiving Clerk with Date
Name of the Candidate :	Second Original Marks Card/s ☐	Rank / Second Original Rank Certificate ☐	
Registration Number :	Consolidated Marks Card/s ☐	Verification of Documents ☐	
College / Department :	Correciton /Damage Marks Card/s ☐	Marks Transcripts ☐	
Course / Programme :	RNCL Marks Card ☐	Any other Certificate ☐	
Phone Number :	Provisional Pass / Pass / Provisional Degree Certificate ☐	Number of Original Marks Cards	
	Second Original / Correction Degree Certificate ☐	Number of Original Degree Certificate	

FEE DETAILS / MODE OF PAYMENT AND INSTRUCTIONS TO THE APPLICANTS

1. Fee Details

PARTICULARS	Prescribed Fee (in Rs.)					
A. Marks Cards	Application Fee	Under Graduate	Post Graduate	M.Phil / Ph.D.	D.Sc. D.Litt.	Is Penel Fee Applicable*
A. (i) Second Original marks Card (Per Marks Card)	200	1,100	1,600	-	-	YES
Subsequent and Second Original Marks Card (Per Marks Card)	200	2,200	2,600	-	-	YES
(ii) Consolidated Marks Card (Per passing attempt)	200	400	450	450	-	YES
(iii) Correction of Marks Card (After laps of 1 Year from the date of issue) (Per Passing attempt)						
(iv) RNCL Marks Card	200	400	450	-	-	YES
B. Certificate						
i. Second Original Degree / Diploma Certificate	200	1,600	2,100	4,200	6,500	YES
Subsequent Second Original Certificate	200	3,200	3,600	7,200	-	
Correction of Degree / Diploma Certificate (After laps of 1 Year from the date of issue)	200	1,100	1,600	2,000	-	YES
ii. Provisional Pass Certificate (Valid for 6 months)	200	300	700	-	-	NO
iii.Provisional Degree Certificate (Valid till ensuring Convocation)	-	500	500	500	-	NO
iv. Pass Certificate	200	700	800	-	-	NO
v. Rank / Second Original Rank Certificate	200			-	-	NO
vi. Any other certificate in the prescribed format (Pertaining to University Examination)			1,500			NO
	8000 (For Information in the performa of Foreign University.					

*** Penal Fee : Rs. 500/- per every additional year after a lapse** of THREE YEARS from the date of passing the respective examination

C. Verification of Documents	**Prescribed Fee (per document)** (in Rs. unless mentioned otherwise)			
1. Verification of marks card by the candidate (Per Marks Card)	500			
2. Verification of degree certificate by the candidate	1,000			
3. Enquiries from others (Per Marks Card)	1,500			
4. Enquiries from others (within India) (Per Set of Marks Card)	5,000			
5. Enquiries from Abroad / Foreign Embassy	USD 200 (Per Programme)			
6. Verification of additional copies when applied simultaneously	Per Marks Card 250			
7. Additional postal / service charges for mailing documents outside India	1,500			
D. Official Transcript	5,000	-	-	NO

2. Modes of Payment : Payment of the fee may be made through any one of the following modes.

a. Online Payment : One may follow the following steps for paying the prescribed fee https://mangaloreuniversity.ac.in →Online Fee collection (accept the terms and conditions)→Fees Examination related Activities 008→Fill the relevant fields→Mention the amount against the service applying for . Pay the fees using any one of the different modes available. Enclose a copy of the receipt with this application.

b. Offline Payment :

i) Challan : The prescribed fee may be remitted to the SBI / Bank of Baroda / Canara Bank through challan to 'Mangalore University' funds and Original Quadruplicate **(to be submitted to the University)** copy of the challan is to be enclosed with this application.

ii) **Demand draft :** The prescribed fee can be paid through a DD drawn in favor of "The finance Officer, Mangalore University". Enclose **Original D.D.** with the application

3. Instruction to the Applicants :

a) Provisional Pass / Degree Certificate will be issued only from the date of announcement of the Final degree examinations / passing the respective examination till the date of ensuring Convocation. After that Provisional pass / Degree Certificate will not be issued and students are entitled to receive the Degree Certificate / Pass Certificate.

b) For items A (i) and B(i) (second original marks card / degree certificate), following documents shall be enclosed.
1. Original Affidavit on a stamp paper of Rs.20/- sworn before a Judicial Magistrate or a Notary Public towards the loss of Marks Card / Degree Certificate.
2. Certified copy of the Police Complaint lodged at the Police station for having lost the Marks Card / Degree Certificate.

c) For item A(ii) original Marks cards of each attempt shall be surrendered along with the application.

d) For item A(iii) and B(i) (correction of marks card / degree certificate) following procedure shall be followed.
1. Attested photocopy of SSLC / PUC / DEGREE marks card / certificate should be enclosed.
2. The application shall be sent through the college with specific remarks of the Principal.
3. The Marks Card / Degree Certificate which requires corrections shall be surrendered along with the application.

e) For item A (iv) following procedure shall be followed.
1. Original marks card of the final semester / year shall be surrendered along with the application
2. Attested photocopies of the marks cards of all the lower semesters shall be enclosed with the application.

f) For items B (ii), (iii) & (iv) photocopies of the marks cards of qualifying examination duly attested by the Principal of the college shall be enclosed. In case of B.Sc (FD, GD, LD) / BHM / BHS / BASLP / B.Arch / Medical examinations copy of the inhouse training / internship training certificate duly attested by the Principal shall be enclosed.

g) While collecting any of the documents (mentioned in items B & D) the candidate shall produce an identity card with photo.

h) The fee details are subject to change from time to time and may be obtained from the University Office / College / PG Department / University Website.
https://mangaloreuniversity.ac.in

Do not write anything below this line

Space behind Acknowledgement