

DDC No. .... Dated.....

**(ENTRIES TO BE MADE BY THE CANDIDATE IN CAPITAL LETTERS)**

## 1. Personal Particular of the Candidate :

**(Please ensure that your name in the MARKSHEET is correctly spelled as per the HS/SSC or equivalent exam. before applying for issue of Cert./Dip./Degree)**

(a) Name:

[illegible][illegible]

(b) Date of Birth

Date		Month		Year			

**(Please attach a photocopy of Class X (SSC Examination))**

- (i) Father: Mr. ....
- (ii) Mother: Mrs. ....
- (c) Last Hall & Hostel .....
- (d) Permanent Address: .....

.....PIN

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Mob. No. .... E-mail .....

(e) Address for Correspondence/ mailing the degree/diploma/  
Certificate: .....

.....PIN

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Mob. No.....E-mail.....

(f) Sex : Male

7

Female :

11

2. How do you wish to receive the Certificate ?

- (a) Personally? (Write Yes/No) .....
- (b) by registered Post? (Write Yes/No) .....

(If yes, give mailing address in column 1(e) clearly and enclose postage stamps & self addressed slips as mentioned on next page.

(c) Through a permanent employee of AMU.

(Write Yes/No) .....

(If yes, pl. give an authority letter, duly attested by the Head of Deptt./Office, as per proforma given on next page.

## ACKNOWLEDGEMENT

**(TO BE FILLED IN BY THE CANDIDATE)**

**(This slip must be produced alongwith the proof of identity at the Degree Counter to receive the document)**

**Name of the Candidate**

[illegible]

Applied for issue of original/degree/dip./cert. of ..... exam passed in the year .....  
with Roll No. .... Enrolment No. .... Appl. Regn. No. .... dated .....

**IMPORTANT:** Appl. form received without checking. If found incomplete on scrutiny later on, it will be rejected.

## Dealing Assistant (Degree Unit)

**P.T.O.**

**CLEARANCE CERTIFICATE MUST BE OBTAINED BY THE CANDIDATE**  
**(Not required for Private candidates and those who have taken Migration / Provisional Certificate)**

- 1. Clearance from the Provost/ Principal/A.F.O.(Students) :**  
 The particulars mentioned by the Candidate overleaf are true. His/her account is clear.

Seal \_\_\_\_\_ Signature \_\_\_\_\_  
 (Hand written, not stamped)  
 Date ..... Name .....

- 2. Clearance from the Maulana Azad Library:**  
 The account of the candidate is clear.

Seal \_\_\_\_\_ Signature \_\_\_\_\_  
 Dy./Asstt. Librarian  
 Date ..... Name .....

- 3. Clearance from the SeminarLib./Book Bank/College Lib.**  
 The account of the Candidate is clear.

Seal \_\_\_\_\_ Signature of the \_\_\_\_\_  
 Authorised Official  
 Date ..... Name .....

- 4. Clearance from the DFO/AFO (Advance):**  
 (in case of M.Phil./Ph.D. Scholars only)  
 The account of the candidate is clear.

Seal \_\_\_\_\_ Signature of the AFO/DFO \_\_\_\_\_  
 Date ..... Name .....

### Instructions to the Candidates

- Each information/verification/document, etc. sought from the candidate, as shown overleaf and above, is an essential requirement for issue of the degree/diploma/certificate and must therefore be furnished/enclosed.
- For mode of delivery of the degree/diploma/certificate, please fill in column 2 overleaf carefully and completely. No change will ordinarily be accepted.
- The degree/diploma/certificate must be collected within three months from the date of application.
- Degree will be issued normally after 10 working days from the receipt of application complete in all respect.

### PROFORMA FOR AUTHORITY LETTER

(To be typed/written on a separate sheet)

I hereby authorize the following permanent AMU employee, whose particulars are given below, to receive my degree/ diploma/certificate ..... exam of.....The acknowledgement of the application registered under No. .... dated ..... is enclosed.

**PARTICULARS OF THE AUTHORISED PERSON:**

- Signature .....
  - Name in full .....
  - Designation .....
  - Department/Office .....
- Date ..... SEAL .....

**ATTESTATION BY HEAD OF THE DEPTT./OFFICE:**

The authorised signatory is a permanent AMU employee working in this Deptt./Office. He/She has signed before me:

- Signature .....
  - Name in full .....
  - Designation .....
  - Department/Office .....
- Date ..... SEAL .....

### CHECK LIST : ( Please tick the boxes or write 'NA' if not applicable)

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>The candidate has signed at the end of the form. <input type="checkbox"/></li> <li>Clearance certificate Nos. 1,2,3 (also 4 in case of M.Phil./Ph.D.) signed and rubber stamped. <input type="checkbox"/></li> <li>An attested photocopy of the exam. for which the Degree/Diploma/Certificate is required and applied for is enclosed. (in case of class XII cert. both class XI and Class XII mark sheets are enclosed). <input type="checkbox"/></li> </ol> | <ol style="list-style-type: none"> <li>Postage stamps worth Rs. 70/- with 3 self addressed slips of 5x3 cms size enclosed. <input type="checkbox"/></li> </ol> <p align="center">OR</p> <p>An authority letter on a separate sheet, as per above proforma, has been given to the authorised person. <input type="checkbox"/></p> <p align="center">OR</p> <p>The candidate will collect the document personally. <input type="checkbox"/></p> |
|   | <ol style="list-style-type: none"> <li>An attested photocopy of H.S./SSC (Class X) Certificate, marksheet is enclosed <input type="checkbox"/></li> </ol>   |

### IMPORTANT:

The Degree/Diploma/Certificate will be handed over only either to the candidate or his/her authorized representative holding a permanent position in AMU, on production of documentary proof of identity, or will be sent by registered post to the address mentioned in the relevant column, (if three self addressed slips of size 5x3 cms with postage stamps worth Rs. 70/- kept in a small envelope, are submitted alongwith the application form).