

Controller of Examinations

Ph: 0821 – 2548399 / Email: exam@jssuni.edu.in

**APPLICATION FOR: Please tick the relevant check box(es)**

- A**  **NAME CORRECTION IN MARKS CARD**   **B**  **MIGRATION CERTIFICATE**   **C**  **PROVISIONAL DEGREE CERTIFICATE**  
**D**  **DUPLICATE DEGREE CERTIFICATE**   **E**  **DUPLICATE MARKS CARD**

**Note: Official Transcripts can be applied through the online portal.**

**Link: <https://jssuni.edu.in/DocumentRequested/DocumentRequested.html>**

1	Name in block letters as registered for JSS AHER examinations			Affix your recent Passport size photograph. Do not staple.
2	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
3	Register Number			
4	Course			
5	Month and Year of passing			
6	College from which appeared			
7	Whether the certificate will be collected in person: YES <input type="checkbox"/> NO <input type="checkbox"/>			
	<b>If no</b> – Complete Postal address to which certificate must be sent (in block letters with pin code & mobile nos.) (No additional postage charges if posted within Indian territory*)	<b>PIN:</b>	<b>MOBILE:</b>	
8	Details of Fees paid*			
9	Aadhaar Number			
10	Email ID			

\* Add Rs 2000/- If the document is to be posted Overseas. All documents will be sent through INDIA POST only

Place:

Date:

Signature of the candidate

The information furnished by the candidate as above is correct as per the records.

**Principal / COE**

**Please tick the documents submitted:**

**All payments shall be made in favour of “JSS University Examination Fee A/c”, Mysore**

<p><b><u>A. Name correction in the Marks card/Certificate</u></b></p> <ol style="list-style-type: none"> <li>Photocopy of the SSLC Marks card and 10+2 marks card.</li> <li>Surrender of Original Marks Card(s)/Certificate.</li> <li>DD for Rs.1000/- per Marks Card/Certificate.</li> </ol>	<p><b><u>D. Duplicate Degree certificate</u></b></p> <ol style="list-style-type: none"> <li>Affidavit on Stamp paper attested by Notary.</li> <li>Police complaint acknowledgment.</li> <li>Surrender of Originals (in case of damage).</li> </ol> <p><b>FEE:</b></p> <ol style="list-style-type: none"> <li>PhD, Super specialty, PG Degree: Rs.6000/- (Indians)/ Rs 8000/- (Foreigners)</li> <li>PG Diploma: Rs.4000/- (Indians)/ Rs 6000/- (Foreigners)</li> <li>UG Degree, Diploma: Rs.3000/- (Indians)/ Rs 5000/- (Foreigners)</li> </ol>
<p><b><u>B. Migration Certificate</u></b></p> <ol style="list-style-type: none"> <li>Photocopies of the Marks Cards (all years).</li> <li>Attested Photocopy of the Internship Certificate.</li> <li>No Due Certificate issued by the college.</li> <li>TWO Passport size Photographs (Enclosed separately).</li> <li>DD for Rs.1000/-</li> </ol>	<p><b><u>E. Duplicate marks card/certificate</u></b></p> <ol style="list-style-type: none"> <li>Affidavit on Stamp paper attested by Notary.</li> <li>Police complaint acknowledgment.</li> <li>Surrender of Originals (in case of damage).</li> </ol> <p><b>FEE:</b> Rs 1000/- per marks card/provisional/migration certificate</p>
<p><b><u>C. Provisional Degree Certificate</u></b></p> <ol style="list-style-type: none"> <li>Photocopies of the all Marks Cards</li> <li>No Due Certificate issued by the college</li> <li>Attested Photocopy of the Internship Certificate</li> </ol>	

**NOTE: Applications without relevant supporting documents/payment are liable for rejection.**

## **Instructions:**

### **E-payment:**

The applicant shall arrange to send the relevant documents as mentioned above along with duly filled and signed application format via Email/post with the prescribed fee through E- payment as per the bank details mentioned below for taking further action. The application should be forwarded to the university along with the fee details.

Name of the Bank	State Bank of India
Branch	Shivarathreswara Nagar Branch, Mysuru - 15
Account Name	JSS University Examination Fee & Remuneration
Account No.	64042214791
Account Type	Savings Bank Account
IFSC Code	SBIN0040547
MICR	570002051
Email	<a href="mailto:exam@jssuni.edu.in">exam@jssuni.edu.in</a>

**The successful transaction details in the following format shall be sent for further processing of your application.**

Name of the Student	
Course	
Date of Payment	
Amount Paid	
Account Holders Name	
Mobile No of A/c holder	
If payment made by NEFT/IMPS, UTR No.	
If payment made by GPay/ PhonePe/BHIM, UPI Transaction ID	

### **Demand Draft:**

The applicant shall arrange to send the relevant documents as mentioned above along with duly filled and signed application format by hand/post with the prescribed fee in the form of Demand Draft drawn in favour of 'JSS University Examination Fee account' payable at Mysuru for taking further action.

### **On receipt of your Application along with the Fee details:**

Your certificate will be generated after verification and sent to the addressee mentioned by you.

Provide the address clearly in the application.

#### Note

1. For Indian addresses, there is no additional postal charge.
2. Postal charges of Rs. 2000/- shall be additionally paid, if it is to be sent to a foreign address.