



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Application for Issuance of Transcripts/Verification of Qualifications/ Attestation of Photocopies of DMC's/Certificates/Diploma/Degree Etc
(To Be Filled In Strictly By the Candidate Only)

(SEE INSTRUCTIONS OVERLEAF)

S. No.	Particulars	Detail					
1.	Name of Course						
2.	Name of College						
3.	Session/ Year of Examination						
4.	Roll No.						
5.	Registration No.						
6.	Student Name						
7.	Father's Name						
8.	Mother's Name						
9.	Type of Documents Required (Pls Tick)	Transcript/ Verification of documents/ Attestation of Photocopies of DMC's/ Certificates/ Diploma/ Degree.					
10.	No. of Copies required						
11.	Reason for applying						
12.	Fee Detail (Pay Fee only through University Online System)	Online Ref./ID No.: _____ DOB: _____ Date _____ Amount: _____. (Please Enclose printed e-receipt of online payment)					
13.	Address, Email & Mobile No of the student	_____ _____ _____ E-Mail Address : _____ Mobile No. : _____					
14.	Name and Full Address of the Institution for Dispatch of Documents	_____ _____ _____ E-Mail Address : _____					
15.	Detail of examination passed :						
	S. No.	Name of examination	Session /Year	Roll No	Marks Obtained	Max Marks	Name of the College
	1						
	2						
	3						
	4						
	5						
	6						
7							

Note: (Mode of Payment:- Pay fee only through www.bfuhs.ac.in -> University Online System -> Pay Fee Online)

I hereby authorize Mr./Ms. _____ to collect the above said documents from the university, Personally, his/her signature are as under: (If documents are to be collected on behalf of the candidate).

(Signature of the authorized Person)

Date _____

Full Signatures of the Applicant

IMPORTANT INSTRUCTIONS

1. Attach photocopy(ies) each of certificates/diploma/Degree of all the Examination passed
2. The fee will be charged separately for each Institution/University and afresh, each time, if an application is made for the purpose.
3. The full postal expenses - for dispatch of Transcripts/Photocopies of certificates/Diploma/Degree shall be borne by the applicant only.
4. The applicant himself/herself/ through his her authorized person may receive the transcript/ attested qualification /photocopies of DMCs/Certificate/Degree etc. from the University, personally, which would be given in a sealed envelope addressed to the concerned Institute/Organisation.
5. **Please bring your original identity card (Passport/Adhar card etc.) for verification of documents if coming personally. Otherwise fees will be charges 100 US dollar.**
6. Detail of fee is as under:

S. No.	Details	Amount
1.	Fee for application Performa	Rs. 50.00
2.	* Fee for transcript/verification of qualification (each time) 1 Set	Rs. 500.00*
3.	* Fee for official attestation of photocopies of the DMCs/ Certificate/ Diploma/ Degree (each time) 1set	Rs. 500.00*
4.	Fee for transcripts/verification of qualification attestation of photocopies of DMCs/Certificates/ Diploma Degree/ for candidate residing abroad (each time) Maximum 3 sets	Us Dollar 100 or equivalent in Indian rupees + (US Dollar 10 For Registered Post/US Dollar 30 For Speed Post) (Pay Postal Charges only if Verification Letter sent by Post)
5.	Postal expenses for sending transcripts/verification of Qualification. Attested photocopies of DMCs/certificate/ Diploma/Degree (for each Institution each time) Within India.	Rs. 100.00 OR actual expenses whichever is higher

Note : * Please bring your original identity card (Passport/Adhar card etc.) for verification of documents if coming personally. Otherwise fees will be charges 100 US dollar.

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