

SHRI RAMASAMY MEMORIAL UNIVERSITY SIKKIM

(Estd. Under SRMUS Act, 2013)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Application No:

Date:

APPLICATION FOR THE ATTESTATION OF CERTIFICATES

1	Name of the Candidate	
02	Register Number	
03	Degree of Study	
04	Branch	
05	Period of Study	
06	Date of Birth	
07	Permanent Address / Correspondence Address	Mob No.: Email ID:
09	Certificates for which attestation is required (Tick)	a) Grade sheet(s) / Mark sheet(s) b) Provisional Certificate c) Degree Certificate d) Consolidated Grade / Mark sheet
10	Whether original documents have been produced now?	YES / NO
11	Whether sufficient Xerox copies are available? (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided)	YES / NO
12	Whether the attested copies are to be put inside the cover, sealed and signed	YES / NO

13	If Yes, Number of covers to be sent to each University (covers to be brought by the individual)	
14	Whether the Name and Addresses of the Universities are written on the cover (for getting sealed and signed covers, address to be written on the covers)	YES / NO
15	Fees Paid Details:	DD No. & Date : Name of the Bank with Address : Amount : ₹
16	Mode of receipt of Certificate(s)	In Person: By Post :
17	If opted for By Post - Provide the complete Mailing address with Contact Number (Write in upper case Letters)	

NOTE: For any Clarification and Queries contact: +91- 3592231666

Signature of the Candidate with Date
(At the time of requisition)

FOR OFFICE USE ONLY

CONTROLLER OF EXAMINATIONS	CHECKED BY (Signature with Name & Date)
<u>Details of Dispatch BY POST</u> Date : Consignment No: Dispatched by :	<u>Received the Attested Certificates IN PERSON by</u> _____ (Name and Signature with Date)

Note: Students, who opt for collection of their certificates in person, should collect the same from “Office of the COE within SEVEN WORKING DAYS” without fail after the due date.

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INSTRUCTIONS TO APPLY FOR ATTESTATION OF CERTIFICATES (For Higher Studies)

01. The Candidate shall apply for Attestation in the prescribed application available with the Office of the Controller of Examinations / University website.
02. The Candidate shall submit the application in person/ by post to the office of the Controller of Examinations. Requests for collecting the attested copies by a third party must bear the candidate's authorization letter.
03. Attestation will be done for one set of photocopy of grade sheets and certificates (or) maximum of 15 Sheets only. Attestation will not be done in the Color copies.
04. Documents Required:
 - a) Demand Draft drawn in favor of "**SRM UNIVERSITY SIKKIM** " payable at Gangtok (Refer the Fee Details)
 - b) Neat and legible photocopies of Grade sheets/certificates.
 - c) Original Grade sheets and certificates (for verification) / Notarized photocopy of the original Grade sheets and certificates(If the application is sent by post)
 - d) A4 size Envelopes for getting seal(if required)

05. Fee Details:

Description	Amount (INR)
Attestation Fee	25/- (Per sheet)
Postal Charge (Speed Post)	150/-(Within India)

06. Normal processing time required upon receipt of application form for Attestation is 5 working days (Attestation requests are processed in the order of receipt and the attested copies has to be collected within 7 working days from the due date informed by the Office of COE).
07. The process of the application will be delayed if the Documents furnished are incomplete.
08. Any request for alternative arrangement will NOT be accepted once the application form is submitted.
09. **The filled in form along with necessary documents shall be forwarded to**
The Controller of Examinations,
Shri Ramasamy Memorial University Sikkim,
5th Mile , Tadong , Gangtok , East Sikkim – 737133.
10. For any Clarification and Queries contact: +044- 2741 7225