

# ITM University Gwalior

(Application form for Issue of Degree Certificate)

To,  
The Registrar,  
ITM University Gwalior

**To be filled by the office**  
Degree No .....  
Dispatch No .....  
Date .....

Dealing Asstt.

Respected Sir,

I have passed \_\_\_\_\_ degree from ITM University Gwalior. Please send my degree certificate on the address as mentioned below by post. My particulars are given below: -

1. Name in Hindi \_\_\_\_\_
2. Name in English (in capital letters) \_\_\_\_\_
3. Examination passed \_\_\_\_\_
4. Year \_\_\_\_\_ Roll No. \_\_\_\_\_ Enrolment No. \_\_\_\_\_
5. Examination Center \_\_\_\_\_
6. Branch \_\_\_\_\_
7. Subject with Distinction (If any) \_\_\_\_\_
8. Title of Thesis for the degree of Ph. D. \_\_\_\_\_
9. Present Address upon which degree is required \_\_\_\_\_

Email ID: \_\_\_\_\_ Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

10. Means of Fee along with receipt: -

Draft / Challan No. \_\_\_\_\_ Date \_\_\_\_\_ Rs. \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Signature

## **CERTIFICATE TO BE RECORDED BY THE DEAN / HoD OF THE INSTITUTION**

Certified that the eligibility for award of degree certificate has been checked with the original of the concerned certificates, marks sheets, office record of the institution and found correct. The candidate may be issued the desired certificate.

### **Important instructions:**

**Signature and seal of the Dean/HoD**

1. It is mandatory to attach final year Mark Sheet of the course for which student has applied for degree.
2. For Ph.D. students photocopy of notification is required.
3. Demand Draft is payable in favour of Registrar, ITM University Gwalior.
4. To obtain Main Degree in person Applicant must have original mark sheets with him/her.
5. Applicant can authorize someone to obtain main degree by giving him authorization letter & original mark sheet. Authorized person must have his identification proof also.

## **(Address to be filled by Student)**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **From: -**

The Assistant Registrar (Examination)  
ITM University, Gwalior (M.P)