



APPLICATION FORM

General Information (to be fill-up by all the candidate)

1. Name of the applicant (in block letters):
2. Fathers name:
3. NBU Registration No. with Session
(attested copy of Registration Certificate to be attached)
4. Address
5. Contact No. Email
6. Preferred mode(s) for document(s) delivery: By Hand By Email By Post (standard Courier/Postage charges applicable)
In Case of Email kindly mentioned the Email address to where to send the document
- In Case of by Post kindly mentioned the Postal address to where to send the document

For issue of Original Diploma / Original Certificate / Provisional Certificate / Programme Schedule
/ Certificate for Medium of Instruction (tick the appropriate box)

7. Name of the Examination with year
8. Roll No.....
9. Name of the Institution/College/Department from which he/she appeared at the Examination

****Fee for issue of original Certificate/ Diploma for Regular Courses is Rs. 100/- (for application form) + 500/- (for issue of Diploma/Certificate) = Total Rs. 600/-**
**** Fee for issue of original Certificate for the Courses under Distance Education is Rs. 100 (for application form)**
**** Fee for issue of Provisional Certificate & Certificate for Medium of Instruction is Rs. 100/-**
**** Fee for issue of Examination Programme Schedule is Rs. 300/- (for each Semester/Year examination).**
**** Documents required - 1. Self-attested copies of Mark-sheets, NBU Registration Certificate a valid address proof of the candidate.**

For Issue of Transcript (to be fill-up by the candidates applied for Transcript)

7. Name of the Examination with year for which transcript is required
8. Transcript required for the no. of semester(s)/year(s) (also mention semester/s).....
9. Name of the Institution/College/Department from which he/she appeared at the Examination
10. Reason for the requirement of Transcript
- (please provide proper documents in support of your statement)
11. No. of additional set(s) of Transcript required
12. Have you applied for transcript earlier, if so, please mention the Reference No. & Date

****Fee for issue of Transcript for each Semester / Year is Rs. 1000/- and for each additional set is Rs. 500/-.**
****Documents required - 1. Self-attested copies of Mark-sheets, Certificate NBU Registration Certificate & a valid address proof of the candidate.**
****Kindly use separate application form for each Examination.**

For issue of Duplication Admit Card / Marksheet / Diploma /Certificate (tick the appropriate box)

7. Name of the Examination with year
8. Roll No.....
9. Name of the Institution/College/Department from which he/she appeared at the Examination
10. Reason for seeking duplicate copy.....
11. General diary No. date Name of the Police Station
- (Original copy of General Diary to be attached)

****Fee for issue of Duplicate Admit Card / Marksheet /Diploma / Certificate is Rs.100 (for application form) + 500 (for issue of duplicate copy) =Total Rs.600/-**
**** Documents required - 1. Self-attested copies of Mark-sheets, NBU Registration Certificate, General Diary & a valid address proof of the candidate.**

Dated: