



**EXAMINATION CELL JIRI
COLLEGE, KADAMTALA, 795116
(Affiliated to Manipur University)**

Photo

**FORM OF APPLICATION FOR OBTAINING THE PROVISIONAL/CHARACTER
CERTIFICATE**

1. Name of Student (Block letter): _____
2. Father's Name: _____
3. Mother's Name: _____
4. Permanent Address: _____

5. Temporary Address: _____

6. Contact Number: _____
7. Email: _____
8. Details of Examination Passed for which applying for a certificate:

Types of Certificates	Manipur University		CGPA / Grade	Name of Department
	Registration	Roll No.		
Provisional Certificate for Undergraduate Certificate				
Provisional Certificate for Undergraduate Diploma				
Provisional Certificate for Bachelor's Degree				
Provisional Certificate for Bachelor's Degree with Honours				
Provisional Certificate for BA / B.Sc. / B.Com				
Character / Transfer Certificate				

DECLARATION BY THE APPLICANT

I declare that the above particulars are true to the best of my knowledge and belief. In case any statement made by me is found to be incorrect, my application shall be liable to be cancelled.

Date:

Signature of the Applicant

FOR OFFICE USE

Examination record verified
and found correct/incorrect:

Recommended
By:

Countersigned by the
Examination Committee

RULES

1. The Original Certificate shall be issued only after the holding of Convocation of that particular degree by Manipur University.
2. The application must be completed in every respect. The applicant shall submit a self-attested copy of –
 - a) Final Marksheet for which the Certificate is applied for.
 - b) Manipur University Admit Card for which the certificate is applied for.
 - c) Manipur University Registration Certificate.
3. Incomplete applications will be summarily rejected without further communication. Incorrectness or inaccuracy of information submitted may lead to rejection of the application, and in such a case, fees deposited shall not be refunded.
4. Current rate of fees is as follows:
 - a) Provisional Certificate – Rs 100/-
 - b) Character / Transfer Certificate – Rs 50/-
5. The Certificate will be handed over to the candidate concerned on proper identification, if opted to receive the certificate in person. Candidate shall bring any valid identity proof along with the payment receipt and the authorisation letter (format attached) in case of receipt by another person.
