



OFFICE OF THE CONTROLLER OF EXAMINATIONS
INTEGRAL UNIVERSITY, LUCKNOW
Kursi Road, Lucknow-226026, Uttar Pradesh (INDIA)

APPLICATION TO ISSUE DEGREE / MARKSHEET

Application No.:

Date: _____

Controller of Examination,
Integral University, Lucknow.

Affix
Photograph

Sir,
I request you to kindly issue my Degree / Marksheet. Details are mentioned below.

Candidate's Name (in block letters) _____ Roll No. _____ Enrol. No. _____

Father's Name (in block letters) _____

Mother's Name (in block letters) _____

Present Postal Address _____

Phone No. _____ Email ID. _____

Program of study _____ Branch _____

Marksheet required: Regular _____ Semester/Year_Carryover _____ Semester/Year _____

Authorization (in case student is not available):

I authorize _____ to collect my above mentioned Degree /Marksheet. The specimen signature of authorized person is given below. His/her photo/address ID (Aadhar card) is enclosed.

(Specimen Signature of the authorized person)

(Signature of the candidate)

INSTRUCTIONS FOR APPLICANT

1. For mark sheets, attach photocopies of all year results (Regular/Carryover) declared online.
2. The Candidate / authorized person must submit his/her identify proof (ID card/Aadhar Card) at the time of receiving the Degree/ Mark sheet.
3. Fee receipt of Rs 1000/- (Rs. 500/- Alumni registration fee and Rs. 500/- degree issuing fee) duly verified by Alumni Cell is required for receiving the degree.

Issue of Duplicate Degree/ Marksheet:

Duplicate Degree / Marksheet can also be obtained on submitting an application along with the following:

1. An Affidavit signed and certified by the First Class Magistrate.
2. Copy of FIR.
3. Fee is Rs. 500/- per Marksheet and Rs. 1000/- for Degree
- 4.

I have read all above mentioned instructions carefully. I will abide by the rules and regulations or any instructions given by the Examination Section.

(Signature of the candidate)

FOR OFFICE USE ONLY

Name of the person who received application: _____ Signature _____ Date _____

Name of the person to whom task is assigned _____ Signature of COE/Dy. Registrar _____

Task completion Date _____ Signature of person who completed the task _____

Receiving: I have received required Degree/Marksheet after depositing all my dues, if any.

Yours faithfully,

(Signature of the candidate)
(After receiving the Degree / Marksheet)

Cut it from here and give it to the applicant

ACKNOWLEDGMENT SLIP

Name of student: _____ Enrol No. _____ Application No. _____

Purpose _____ Date _____

Name and signature of authorized person at counter no.9 _____