

Gautam Buddha University

Examination Section

INSTRUCTIONS TO THE CANDIDATE FOR FILLING UP OF THE FORM FOR OBTAINING DEGREE CERTIFICATE

1. Candidate shall submit an application for obtaining Degree/Diploma and prescribed fee as mentioned below:

Degree	Rs 500
Provisional Degree	Rs 200
Duplicate Degree	Rs 2000
Degree with postal charge (India /Overseas)	Rs 600/1500

2. The Bank Demand Draft should be in favour of Registrar, Gautam Buddha University.
3. The Degree will be issued as per the name indicated in the marksheet of the qualifying examination passed by the Candidate. Therefore the candidate is advised to enter his/ her name as stated in his/her mark sheet.
4. Along with the payment of fees in the examination Section, the candidate is required to fill in the form in all respects and submit the same to the Examination Section, Gautam Buddha University. Candidates should ensure that they collect the acknowledgement slip in return and retain the same for submission at the time of collection of degree. No Degree will be issued without the acknowledgement slip.
5. The Degree will only be given to the candidate in person or only to the person authorized by the candidate along with ID proof of the candidate.
The University shall have no responsibility for any loss / non-delivery of the degree sent by post on the request by the candidate after the payment of the prescribed fees.
6. Any mistake noticed in the Degree should be brought to the notice of the University Coordinator (Examination), Gautam Buddha University within 90 days from the date of Degree issued. If the correction is due to wrong entry by the Candidate in the Degree form, fee prescribed for obtaining it will be charged again.
7. Issue of duplicate degree.
 - (a) An affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police station.
 - (b) Payment of the prescribed fees.
 - (c) Request for issue of duplicate degree.


University Coordinator, Examinations