



# Sam Higginbottom University of Agriculture, Technology And Sciences

Directorate of Distance Education

## APPLICATION FORM FOR THE ISSUE OF CONSOLIDATED MARKSHEET

USE ONLY IF YOU ARE APPLYING FOR A DEGREE CERTIFICATE OR DEGREE CERTIFICATE ALREADY TAKEN

Revised on 01-01-2022

1. Enrollment Number (As in the ID card)

2. IPIP Code (Optional)

3. Programme

4. Name of the Student as registered with the University at the time of admission (BLOCK LETTERS ONLY)

5. Father's Name of the Student as registered with the University at the time of admission (BLOCK LETTERS ONLY)

6. Demand Draft No.

7. Date

8. Amount

Rs.

The Demand Draft of Rs. 2,500 in favour of "DDE, SHUATS" a/c payable at Allahabad from any bank

9. Name of the Bank

10. Date of Birth

Please affix a recent Passport Size photograph of candidate

11. Academic Details: Marksheet details of Programme.

Sl.	Programme & Semester/Year	Month & Year of passing	IPIP Code (Optional)	Marks obtained	Maximum Marks	Marksheet SL No.
1						
2						
3						
4						
5						
6						
7						
8						

Note : Attach self-attested copies of Mark-Sheets of all Semesters / Years. 6 months Internship certificate (ONLY for Allied Health Programme).

### DECLARATION

I hereby declare that all the information given by me in this form is true and correct to the best of my knowledge and belief. I have attached all required documents and demand draft with this form.

Date

Place

Signature of the Student

Full Address for Correspondence / Mailing the Degree / Diploma Certificate (in Capital Letters):

Name : \_\_\_\_\_

Father Name : \_\_\_\_\_

Address : \_\_\_\_\_

Landmark: \_\_\_\_\_

District: \_\_\_\_\_

State: \_\_\_\_\_

PIN: \_\_\_\_\_

Phone / Mobile: \_\_\_\_\_

Full Address for Correspondence / Mailing the Degree / Diploma Certificate (in Capital Letters):

Name : \_\_\_\_\_

Father Name : \_\_\_\_\_

Address : \_\_\_\_\_

Landmark: \_\_\_\_\_

District: \_\_\_\_\_

State: \_\_\_\_\_

PIN: \_\_\_\_\_

Phone / Mobile: \_\_\_\_\_

## Important Instructions

The Application Form is to be filled by the student in his / her own handwriting in English, using black ball point pen very carefully in Block Letters only.

All fields of the application form are mandatory and must be filled in with legible handwriting. The applicant must ensure the completeness of the application form in all respect, including contact details. Partially filled application forms shall summarily be rejected without assigning any reason(s) and there shall be no separate communication by the University be made with the applicant. No complaint will be entertained in this regard. **Fees once paid, cannot be refunded or held in reserve.**

Please ensure that your name in the MARKSHEET is correctly spelled as per the HS / SSC or equivalent exam before applying for issue of Degree / Diploma Certificate.

The address of the students must be complete in all respect. PIN Code, Telephone / Cell No. and e-mail address (if any) must be mentioned.

Six months (06) Internship certificate is to be enclosed (for Allied Health courses only).

**The Demand Draft of Rs. 2,500/- should be made in favour of "DDE, SHUATS" a/c payable at Allahabad from any Bank. Cash or other mode of payment will not be accepted.**

The applicant must write his / her name, Enrollment Number and Contact number on the back-side of the Demand Draft.

Candidates are advised to send their applications by Speed/ Registered Post, to avoid loss in postal transit. The Degree / Diploma will be sent to the candidate by Speed/ Registered Post.

If the Degree / Diploma required urgently, student must come in-person to deposit form between

09:00 AM to 1:00 PM (Monday to Friday) and collect the same after 5:00 PM. The following documents duly self attested should be enclosed with the application form;

(a) Copy of High School Mark Sheet and Certificate (b) Copy of Intermediate Mark Sheet and Certificate (c) Copy of the Under Graduate Degree Certificate in the case of P.G. applicants. (Attach all documents applicable for eligibility of the programme as submitted at the time of Admission.)

The complete Application Form along with demand draft is to be sent on the following address:

### DIRECTOR

Directorate of Distance Education

Sam Higginbottom University of Agriculture, Tech. & Sciences

Naini, Allahabad - 211007

Ph. : 0532-2684317, Email - dir\_dde@shuats.edu.in

### CHECK LIST: (Please tick the boxes or write 'NA' if not applicable)

- DD is attached
- The candidate has signed Declaration
- Copy of High School Certificate and Mark Sheet
- Copy of Intermediate Certificate and Mark Sheet
- Copy of the Under Graduate Degree Certificate in the case of P.G. applicants