



**Certificate(s) required, : 1 . Degree Certificate**  
**Please specify** 2 . Provisional Certificate  
3 . Migration Certificate  
4 . Duplicate Mark sheet  
5 . Consolidated Mark sheet  
6 . Trnsript Mark sheet  
7 . Other/if any


Received Amount.....

Receipt No .....

Dated..... Cashier.....

To,  
The Registrar/Controller of Examinations,  
Sikkim Skill University, Sikkim

Sub:-To issue .....

Sir,  
Kindly issue me .....

following examination as per particulars below:-

1. Candidate'Name (in Capital Letters): .....

2. Father's Name (in Capital Letters): .....

3. Mother's Name (in Capital Letters): .....

4. Date of Birth : .....

5. Correspondence/postal Address: .....

Paste (Do not staple)  
recent Photograph  
(Size 35mm x 45 mm)  
duly attested by the  
Dean/Principal/Head of  
the institution

District:..... State:..... Pin Code:..... Contact No:.....

6. Name of Examination Passed: .....

7. Enrolment Number

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8. Name of Department: .....

9. Month & Year of Passing: ..... Session: .....

10. Result: ..... Marks Obtained..... Total Marks: .....

11. Reason for issue of the Certificate: .....

Dated .....

Signature of Applicant

**FOR OFFICE USE**

The Particular stated above have been checked, verified and found correct. Degree/Provisional Certificate/Migration Certificate/Consolidated Mark sheet/Duplicate Mark sheet may be issued.

Sign of Tabulator

Registrar / C.O.E

## INSTRUCTION

1. All the required particular should be carefully filled in by the applicant himself/herself. This office will not be responsible for any delay in case the form is incomplete.

### 2. University Certificate Fees are as follows:-

1. Degree Certificate	0
2. Provisional Certificate	3000/-
3. Migration Certificate	2500/-
4. Duplicate Mark sheet	3000/-
5. Consolidated Mark sheet	10,000/-
6. Correction of Mark sheet	3000/-
7. Transcript Mark sheet	10,000/-

3. For taking the University Degree / Provisional / Migration Certificate, candidate will have to submit a photo copy of personal identification i.e. Identify Card, Driving License, Ration Card etc.

4. Degree/Provisional/Migration/Duplicate/Consolidated mark sheet fee once paid is not refundable in any case. Mention name, address and class on the reverse of the Bank Draft/Banker Cheque etc.

5. Attested Photostat copy of the certificate of last examination passed/failed by the candidate must be submit / sent along with this Form.

6. University Degree/Provisional/Migration Certificate to the students who have taken any examination from this University will be issued after the declaration of their result.

7. Under the rules, University Degree / Provisional / Migration Certificate shall be issued to those candidates who are already registered with this University.

8. Attach Xerox copy of all required documents with self-attested.

9. Demand Draft in favour of "SIKKIM SKILL UNIVERSITY" payable at "Namthang, Sikkim".