

Gautam Buddha University

Examination Section

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

1. To obtain his/her final degree certificate, a student needs to apply for the same on the prescribed format (provided in section b) with following attachments:
 - a copy of final marksheet
 - a copy of Aadhar card
 - a copy of payment slip of Rs. 1000/- paid to GBU
2. Fee may be paid online (details are given on university website)/Bank Demand Draft in favour of Gautam Buddha University.
3. The Degree will be issued as per the name indicated in the mark sheet 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 fee, 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.
6. Original Degree can be sent on the postal address provided by the candidate on paying postal charges of Rs. 200/- within India and Rs. 1000/- at overseas. The University accepts 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.
7. 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.
8. To obtain duplicate degree in case the original is lost/damaged, the student has to apply afresh with the following attachments:
 - (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 slip of Rs. 3000/-.
 - (c) Request for issue of duplicate degree.

H. C. Thakur
06/5/22

University Coordinator, Examinations

Dr. H. C. Thakur
University Coordinator, Examinations
Gautam Buddha University