BADDI UNIVERSITY OF EMERGING SCIENCS AND TECHNOLOGY, BADDI
(Examination Branch)

Instructions to Apply for:

1. Backlog Certificate
2. Medium of Instruction (Language) Certificate
3. Conversion Certificate (Grade to Percentage)
4. Others Certificate (As per University Norms)

1. Fill the application form. Application Form is attached in **Form- A** and also available at Examination Branch of the University.
2. Student needs to come personally, or student can authorize someone in blood relation only to initiate the process on his/her behalf and inform the authorized person to bring the Authority Letter (Form-B) and his/her self-attested photo ID proof. (Govt. Issued Driving License/Passport/PAN Card and Aadhaar Card)
3. Attach the self-attested copy of photo ID proof, All grade cards, Original degree of student with application form.
4. An applicant can send soft copy (PDF) of all required documents in advance on Email to facilitate the office process at coe@baddiuniv.ac.in
5. A fee for Certificate is **Rs/- 200 Per Certificate (Visit University website for fee revision)**
6. Postage Charges are:
   - Rs.1500 for each envelope outside India
   - Rs. 200 for each envelope with in India.
   - Rs. 100 for each envelope with in Himachal
7. Mode of Payment:
   - **Cash**
   - **Payment through NEFT:**

Name of the Beneficiary: **Baddi University of Emerging Sciences and Technology**
Bank Account Number: **4131000100369439**
Bank Name: **Punjab National Bank**
IFSCode: **PUNB0413100**

8. The process of application will be initiated only after the confirmation of payment of the fees.
9. The process of application will be declined if the Documents furnished are incomplete.
10. For any query and clarification, please contact to the office of Examinations Section of University.

Contact Details:
Email: coe@baddiuniv.ac.in
Tele No: +917807771336

Correspondence address:
Controller of Examination (Examination Branch)
Baddi University of Emerging Sciences and Technology
Makhnumajra, Baddi, Distt. Solan, H.P.-173205, India

BADDI UNIVERSITY OF EMERGING SCIENCS AND TECHNOLOGY, BADDI

(Tick what is required)

☐ Backlog Certificate

☐ Medium of Instruction (Language) Certificate

☐ Conversion Certificate (Grade to Percentage)

☐ Others Certificate (As per University Norms) Please Specify:

To
Controller of Examination
Baddi University of Emerging Sciences and Technology.

Sir,

I need documents mentioned above. The details for the same are given here under:

Name of the Student: _____

BUPIN No. _____

Programme: _____

Programme Completed Month & Year: _____

Email: _____ Mobile No. _____

(Name & Signature of the Applicant)

Date: _____

For Office Use only

Letter of Authority

I, _____ (Name of Student), BUPIN No._____Programm_____

presently residing at _____

(full address) hereby authorize Mr./Ms._____

Age___residing at_____

(full address), Telephone No. (M)_____e-mail id _____

to act on my behalf in the matter related to Pay the fees/Received duplicate documents/to collect original documents (Grade Cards/Transcript/Degree Certificate) or Verified sealed envelope(s) from Examination Branch Office of Baddi University and it will be considered by the University as acknowledged by me.

I attach my Identity proof in support of verification of my signature and authorized person will also submit his/her Photo-ID proof.

_____   _____

Signature of Student with Date   Signature of Authorized Person with Date

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(For Office Use)

Acknowledgement

I have received following documents from Baddi University of Emerging Sciences and Technology for_____on his/her behalf and I acknowledge for the same.

1. _____

2. _____

3. _____

4. _____

Signature of Authorized Person with Date