

# UNIVERSITY OF CALCUTTA

SENATE HOUSE  
87/1, College Street,  
Kolkata-700073



**Contact No. :**  
(033) 2241-0071 to 0076(six lines)  
Extn. 274 (For Original Diploma)  
236 (For Duplicate Documents)  
**Duplicate Section: (033) 2219-0199 (Direct)**  
**Website: www.caluniv.ac.in /**  
**www.cuexam.net**

**APPLICATION FORM FOR ORIGINAL / DUPLICATE / PROVISIONAL / DIPLOMA / CERTIFICATE /  
MARKSHEET / ADMIT CARD.**  
**(Strikeout whichever is not required)**

To  
THE CONTROLLER OF EXAMINATIONS  
UNIVERSITY OF CALCUTTA  
KOLKATA-700073.

Sir,

I have to request you to be so good as to issue the document stated above in my favour for the following examination:-

Necessary particulars are furnished below:

1. <b>NAME</b>	:	..... ( in Block Letters )
2. Address	:	..... .....
3. Contact No.	:	..... Email:.....
4. Examination with Year:	:	.....
5. Roll No.	:	.....
6. CU Registration No. with session	:	..... of.....
7. Name of the College / Institute / Department last attended	:	..... .....

Date :....., 20.....

Yours faithfully,

Enclose : **1. Attested copies of all Mark-Sheets.**  
**2. Attested copy of C.U. Registration Certificate.**  
**3. C.U. Cash Receipt**

Signature of the Applicant

Forwarded to the Controller of Examinations for necessary action. The above statement is believed to be true.

.....  
Signature with Designation\*\*&Date

(SEAL) :

ADDRESS/Contact :

.....  
(Full name in Block Letters)

**For Office use only**

## RULES AND CONDITIONS

1. Application should be forwarded by the Head of the Institution, from which the candidate was sent for being enrolled for the Examination concern.
- \*\*2. For Regular / Non Collegiate Candidate / or a candidate of an Institution which is not in existence now / or From the Institution presently outside the jurisdiction of the University of Calcutta, the application should be forwarded by any of the following person with seal & Designation, address therein :
  - i) Gazetted officer (not bellow the Rank of Dy Magistrate).
  - ii) The Principal / Teacher-in-Charge of a College affiliated to this University.
  - iii) A Govt. District Inspector of Schools.
  - iv) A First Class Judicial Magistrate.
  - v) Member of the Senate / Syndicate, or Officer of this University.
3. National of Bangladesh are to apply through the Ministry of Education / Govt. of Bangladesh Dy. High Commission for Bangladesh in India, Kolkata.
4. Before the fee is deposited the candidate will have to get the Challan and Form duly verified by the concern section.
5. Fees :
 

a) For urgent issue	: Rs. 700/-	}	Rupees Ten ( ₹10/-) for the downloaded Forms to be paid in addition to the requisite fees.
b) For Ordinary issue	: Rs. 500/-		
c) For more than ten years old	Rs. 1000/-		
6. Payment should be made either by Cash or by D.D. prepared in favour of "**University of Calcutta**" payable at **Kolkata**, in the Cash Section, C.U., College Street Campus.
7. Original Diploma of previous 20 years is not available.
8. If Original Diploma is not available, for any year Duplicate Diploma issued to the candidate.
9. Such document are generally delivered after (i) 45 working days (for ordinary case), (ii) 20 working days (for urgent case).
10. At the time the delivery of Original Diploma candidate is to produce original Marksheet (Provisional certificate for Ph.D. Diploma) and the copy of the challan.
11. For the issuance of Matriculation certificate to the candidates whose age or date of birth are been properly certified and recorded with this office. Until this is done by the submission of transfer certificate in original from the school in which the candidate read last or an affidavit sworn before a Magistrate as proof of age, the certificate be issued.

**Or**

Matriculation Certificates are not issued to those candidates whose age or date of birth has not been properly certified and recorded with this officer. Until this is done by the submission of a transfer certificate in original from the school in which the candidate read last or an affidavit sworn before a Magistrate as proof of age, the certificate cannot be issued.