ANNEXURE – A

BIHAR SPORTS UNIVERSITY, RAJGIR

(A State University under the Department of Sports, Government of Bihar)

APPLICATION FORM FOR ISSUANCE OF ACADEMIC DOCUMENT(S)

For Office Use Only			
Application No.		Fee Received	
Date of Receipt		Receipt No.	
Time of Receipt		Verified by	

PART–A: PARTICULARS OF THE APPLICANT

Sl. No.	**Details of the Candidate**		**To be Filled up by the Candidate**
1	**Name of the Applicant (in BLOCK LETTERS)**	**:**	
2	**Name of the Candidate** (in Hindi)	**:**	
3	**Father's Name**	**:**	
4	**Father's Name** (in Hindi)	**:**	
5	**Mother's Name**	**:**	
6	**Mother's Name** (in Hindi)	**:**	
7	**Date of Birth** (As per Matriculation Certificate in DDMMYYYY)	**:**	
8	**Registration Number**	**:**	
9	**Roll Number**	**:**	
10	**Programme/Course**	**:**	
11	**Department/Centre**	**:**	
12	**Academic Session**	**:**	
13	**Year/Semester of Passing**	**:**	
14	**Full Address for Correspondence alongwith Post Office and PIN**	**:**	
15	**Mobile No.**	**:**	
16	**E-mail ID**	**:**	

PART–B: DOCUMENT(S) APPLIED FOR

Sl. No.	**Nature of Document**	**First Issue**	**Duplicate Copy**
		(✓ Tick the appropriate box)	
1	Cumulative Grade Report		
2	Provisional Certificate		
3	Migration Certificate		
4	Conduct Certificate		

PART–C: PURPOSE & REASON FOR WHICH THE DOCUMENT(S) IS/ARE REQUIRED

PART–D: DOCUMENTS ENCLOSED

Sl. No.	Nature of Documents Enclosed	✓ Tick
1	University Fee Receipt (**Mandatory**)	
2	Self-attested copy of Aadhaar Card (**Mandatory**)	
3	Self-attested copy of Registration Card (**Mandatory**)	
4	Self-attested copy of Admit Card (**Mandatory**)	
5	Self-attested copy of Cumulative Grade Report (**Mandatory**)	
6	Self-attested copy of Provisional / Original Degree Certificate (**Mandatory**)	
7	Affidavit sworn before a First-Class Executive Magistrate (**Mandatory for Duplicate Copy**)	
8	Copy of FIR / Lost Report (**Mandatory for Lost Documents**)	
9	Other supporting document(s)	

Note: Where any mandatory supporting document is not available or cannot be produced, the applicant shall specifically disclose the reasons for its non-availability in the affidavit submitted along with the application.

PART–E: DECLARATION OF THE APPLICANT

I hereby declare that the particulars furnished in this application are true and correct to the best of my knowledge and belief.

I further declare that, in case any information furnished herein is found to be false, incorrect, or misleading, the University shall be at liberty to reject my application and take appropriate action under the applicable Statutes, Regulations, Ordinances, Rules, Orders, and Notifications of the University.

In the case of an application for a duplicate document, I further declare that the original document has been lost, damaged, or has become unusable, as stated above. In the event that the original document is subsequently recovered, I undertake to surrender the same to the University immediately, if so directed.

I also certify that I have enclosed the prescribed fee and all requisite supporting documents.

Place:		**Signature of the Applicant**	
Date:		Name of the Applicant	

VERIFICATION BY THE OFFICE

Application checked by		Application received on	
Name of the Office Staff		Signature	
Designation of the Staff		Date	

ORDER OF THE COMPETENT AUTHORITY / AUTHORIZED OFFICER

Approved / Not Approved

Signature with Date and Stamp of the Authorised Officer

Notes:

1. The application shall be submitted in the prescribed format along with the prescribed fee and all required supporting documents.

2. Applications for duplicate documents shall invariably be accompanied by an affidavit duly sworn before a First-Class Executive Magistrate affirming the loss, damage, or non-availability of the original document, wherever applicable.

3. Incomplete applications or applications not accompanied by the prescribed fee or supporting documents are liable to be rejected.

4. The University reserves the right to seek any additional information or document considered necessary for processing the application.

5. Submission of this application does not automatically entitle the applicant to issuance of the requested document(s); the same shall be issued only after due verification and approval by the competent authority.