



RKDF UNIVERSITY RANCHI

ARGORA, KATHAL MORE ROAD, DHIPATOLI - PUNDAG, RANCHI – 834004

Application for Transfer Cert./Provisional/Migration/Degree/Diploma Cert./Transcript

Date: _____

Mode of Application : Regular ☐ Tatkal ☐

Name of the Student : _____

Enrollment No. : _____

Course : _____

Year of Passing : _____

Contact No : _____

Please tick (✓) the check box for issuing any of these documents:-

- ☐ Transfer Certificate
- ☐ Provisional Certificate
- ☐ Migration Certificate
- ☐ Diploma Certificate
- ☐ Degree Certificate
- ☐ Transcript
- ☐ Re-issue of Mark Sheet/Admit Card/Migration/TC
- ☐ Alumni

Certificate Fee Details:-

Amount: _____ Receipt No: _____ Dated: _____

Signature of the Applicant with Date

INSTRUCTIONS FOR THE APPLICANT

1. Applications for the required certificates should be made in the prescribed form and prescribed fee.
2. Application must be accompanied with the no dues form, photocopy of Mark sheet of all semester.
3. No Online communication should be made in this concern. Only hard copy application will be entertained through registered post/ by hand.
4. Student must ensure that their TC and Migration of the last qualification must be submitted before filling up this form.

Certificate Fees List:-

SI No.	Particulars	Price (Rs.)
1.	Ph.D. Degree	5000+ Convocation Dress Charges
2.	Degree Certificate	3000+ Convocation Dress Charges
3.	Diploma Certificate	2500
4.	Provisional Certificate	1000
5.	Migration Certificate	500
6.	Transfer Certificate (TC)	500
7.	Transcript	1500
8.	Reissue of Mark Sheet/Admit Card/Migration Certificate/ Transfer Certificate	500
9.	Alumni fee	300

Note:

1. *If there is an urgency in getting the certificate, the candidate may apply for the same certificate under Tatkal scheme. Under this scheme the student can get the certificate within two working days' time.*
2. *The amount charged will be double the fee mentioned above.*