

PROCEDURE FOR COLLECTION OF VARIOUS CERTIFICATES

Processing Fee for the below mentioned certificates with effect from **1st April 2019**. Fees to be paid either by Bank challan or DD in favour of "**Finance Officer**" **Christ University**, payable at Bangalore. Students those who are on the roll can make the payment through their **SMART CARD**.

SI No	Documents	Processing Fee	Mode of Application	Processing Time
1	Provisional degree certificate	Rs 750	Offline	2 working Days
2	Duplicate copy of Provisional Degree Certificate (Autonomous batch)	Rs 500/-	offline	2 working Days
3	Collection of Degree Certificate(in absentia)after Convocation	Rs 500/- (within a month) Rs750/- (within 3 months) Rs 1250/- (within one year) Rs.1250 + Rs 500/ year	offline	Immediate
4	Duplicate copies of Degree Certificate/Consolidated marks card	Rs 2000/-	Offline application with copy of the FIR from your area police station and court affidavit from notary	2 working Days
5	Document Attestation fees (Each Attestation)	Rs 50/-	Offline/online	3 working Days
6	Correction in the document after course completion	Rs 1000/-	offline	2 working Days
7	Document Verification fee*	Rs.1000	offline	2 working Days
8	Original Transcript (Individual / semester wise)	Rs 200/-	Online/offline	3 working Days
9	Medium of Instruction letter	Rs 200/-	Offline	2 working Days
10	No Backlog certificate/Backlog summery certificate	Rs 200/-	offline	2 working Days
11	CGPA Conversion letter	Rs 200/-	offline	2 working Days
12	Postal charges- Post/Courier – Any document within India	Rs 250/-		2 working Days
13	CHRIST (Deemed to be University) Envelope	Rs 25/-		2 working Days

***Document verification procedure.**

Direct verification request by various companies or organisations will be considered only after the payment of Rs 1000/- as verification fees in the form of demand draft favoring **Chief Finance officer, CHRIST (Deemed to be University)**. Documents to be verified and the DD can be sent by courier or post, addressed to the Controller of Examinations, CHRIST (Deemed to be University), Hosur Road, Bengaluru -560 029 . Verification request through Email will be considered only after receiving the payment.