

BAREILLY INTERNATIONAL UNIVERSITY, BAREILLY

SATANDARD OPERATING PROCEDURES (SOPs)

FOR ISSUING

ORIGINAL DEGREE / PROVISIONAL DEGREE / MIGRATION CERTIFICATE / TRANSCRIPT CERTIFICATE (Applicable for all Courses)

Following operating procedures must be observed for Issuing Original Degree / Provisional Degree / Migration Certificate / Transcript Certificate:

1. On eligibility confirmation from the Student Section in charge, a candidate should take the appropriate application form from the account section (Ground Floor-Counter No- 04).
2. After furnishing required details in application form and submission of Fee, if any, he/she should get it signed and forwarded by respective College Principal / Competent Authority of the College.
3. After getting signature from the respective College Principal / Competent Authority, the application with supporting documents (as mentioned) should be submitted to Student section for further scrutinizing and processing of the application for issuing / printing the required documents / certificate.
4. After receiving the application in Student section, section in charge will check and verify the submitted application and then start the process for issuing / printing the specified certificate / documents.
5. After printing the documents and putting signature on checked by, it is to be sent to Registrar for final verification for issuing document and final approval. The Registrar will sign the application for issuing the said document.
6. Registrar to verify with signature & Seal of Registrar for the authenticity of Original Document to be issued. The serial no./ document number must be mentioned on the application form.
7. After final approval by the Registrar for issuing the documents, application to be sent to Student section for issuing of the document/Documents-
8. Student section in -charge takes the signature of the student on the Document Issuing Register before issuing the Document. He (Student Section In-charge) will also sign the issue register.
9. After issuing the original Document to the candidate, student section in- charge, must preserve the candidate's application with all supporting documents in safe custody for specified time.
10. Original Document to be issued only to the Individual candidate in person.

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Student section
for N.D.-2
Compliance

[Signature]
5/2/26

[Signature]
5/02/26

11. Original Document may be issued to candidate's father/ Mother / Spouse / Husband / Wife, Relative with submission of self attested Aadhar card for both (candidate and representative), Authority Letter with attested specimen signature of each, (candidate and Representative). One signed recent photograph of each, (Candidate and Representative/Receiver).

ISSUING TIME/ DURATION: Within Two working Days (10 AM – 5 PM)

Enclosures/ Documents required for Issuing Original Degree:

- i) Final year mark sheet
- ii) Internship Completion Certificate (if applicable)
- iii) Provisional Certificate
- iv) Aadhar card and APAAR ID
- v) Requisite Fee paid certificate (Original)

Enclosures/ Documents required for Issuing Provisional Certificate:

- i) Final year mark sheet
- ii) Internship Completion Certificate (if applicable)
- iii) Aadhar card and APAAR ID

Enclosures/ Documents required for Issuing Migration Certificate:

- i) Final year mark sheet
- ii) Internship Completion Certificate (if applicable)
- iii) Aadhar card and APAAR ID

Enclosures/ Documents required for Issuing Transcript Certificate:

- i) High school Mark sheet / 10th marksheet (for date of Birth)
- ii) Aadhar Card and APAAR ID
- iii) All previous year marksheet including supplementary / after back examinations
- iv) Original Fee Receipt (as applicable)

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5/02/26