



Wednesday, 07 December 2016

**INFORMATION CIRCULAR**  
**GNLU/IC/06/16**

**Subject: Charges for Academic Certificate/Document**

It is hereby informed that following shall be the schedule of charges for academic certificate/document as approved by the Academic Council:

Document Type	Charges ( in ₹ )
Degree in person	500
Degree, in absentia	750 for India and US\$ 50 abroad
Duplication Degree Certificate (only one original)	2,500 in India and US\$ 100 abroad
1 <sup>st</sup> Repeat Examination	500
2 <sup>nd</sup> & 3 <sup>rd</sup> Repeat Examination	1,000
4 <sup>th</sup> Repeat Examination onward	5,000
Re-evaluation (per subject)	500
Transcripts (per copy)	200
Transfer Certificate (only one original)	500
Migration Certificate (only one original)	500
Duplicate Provisional Marksheet (per copy)	500
Duplicate Marksheet (only one original)	1,500
Duplicate Provisional Degree Certificate	1,000
Verification of degree certificate, marksheets,etc.	500

- Student shall pay necessary postage charges for all above document(s) as per actual cost plus nominal ₹10/- per document for logistic arrangements.
- Student shall give notice period, not less than one working week, in any case, including the additional delivery time period, as per postal rules, to the Examination Section and shall make the request only in prescribed form, duly signed by him/her. Student can make request for the above document(s), through email, and copy the request to their parents or guardian.
- The amount can be remitted through cash at the Account Section/online mode by visiting the link-  
<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=627430>

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