

Instructions to Apply for Duplicate Degree/ Duplicate Semester Grade Card(s), Transcript, Backlog certificate, Medium of instruction certificate (language), Conversion certificate(Grade to percentage), and Other Certificates.

1. Fill the application form “**Exam Form-11A or B**” (as applicable) and available online on university website & at Examination Branch.
2. The student needs to come personally, or can authorize a blood relative to initiate the process on his/her behalf. The authorized person must bring the Authority Letter (**Exam Form-11 C**) and his/her self-attested photo ID proof (Government-issued Driving License, Passport, PAN Card, or Aadhaar Card).
3. If the Original Degree/ Semester Grade Card is lost/misplaced/damaged then Affidavit and copy of police complaint is required. It is compulsory to submit An Affidavit (in original) in the format given in **Exam Form- 11 D**.
4. Attach the self-attested photo ID proof, all grade cards, Original Degree of student with application form.
5. An applicant can send soft copy (PDF format only) of all required documents and fee payment receipt in advance through Email to facilitate the office process at **coe@baddiuniv.ac.in**
6. A fee will be charged as approved by BUEST authorities time to time.
7. The process of application will be initiated only after the confirmation of payment of the fees.
8. The process of application will be declined if the Documents furnished are incomplete.
9. Issuance Period :
Duplicate Degree: 30-40 working days
Duplicate Semester Grade card(s):3-5 working days
Transcript/ other certificates: 5-10 Working Days
10. For any query and clarification, please contact to the office of Examinations Section of University
11. Check the applicable fee as mentioned in the fee details tab.

Contact Details:

Email: coe@baddiuniv.ac.in
Tele No: +917807771336

Correspondence address:

Controller of Examination (Examination Branch)

