

Reference No Cost of the Form Rupees Ten (INR Rs 10/- only) need to be paid along with the requisite fees.

UNIVERSITY OF CALCUTTA



SENATE HOUSE
87/1, College Street,
Kolkata-700073

Contact No.:
(033)2241-0071 to 0076 (six lines)
Extn.256(For Original Diploma)
236 (For Duplicate Documents)
Duplicate Section :(033)2219-0199(Direct)
Website :www.caluniv.ac.in/

APPLICATION FORM FOR

ORIGINAL DIPLOMA (UNDISTRIBUTED RETURNED)

DUPLICATE DIPLOMA / MARKSHEET / ADMIT CARD / PROVISIONAL CERTIFICATE (Only for Ph.D.).

(Strike out whichever is not required)

To
THE CONTROLLER OF EXAMINATIONS
UNIVERSITY OF CALCUTTA
KOLKATA-700073.

Sir,

I have to request you to be so good as to issue the document stated above in my favour for the following examination:-

Necessary particulars are furnished below:

1. **NAME** : (in Block Letters)
2. **Address** :
:
3. **Contact No.:** **Email:**
4. **Examination with Year:**
5. **Roll No.**
6. **CU Registration No. with session** **of**
7. **Name of the College/Institute/Department last attended:**
:
8. **Application for**

Date....., 20.....

Yours faithfully,

- Enclose: 1. Attested copies of all Mark-Sheets.
2. Attested copy of C.U. Registration Certificate.
3. Downloaded copy of SBI Collect payment receipt.
4. Copy of General diary in Police Station.

Signature of the Applicant

Forwarded to the Controller of Examinations for necessary action. The above statement is believed to be true.

(SEAL):

ADDRESS/Contact:

.....
Signature with Designation & Date

.....
(Full name in Block Letters)

For Office use only

SEE REVERSE FOR THE RULES AND REGULATIONS

RULES AND CONDITIONS

1. Application should be forwarded by the Head of the Institution, from which the candidate was sent for being enrolled for the Examination concern.
2. For Regular / Non Collegiate Candidate / or a candidate of an Institution which is not in existence now /or From the Institution presently outside the jurisdiction of the University of Calcutta, the application should be forwarded by any of the following person with seal & Designation, address therein :
 - i) Gazetted officer (not below the Rank of Dy Magistrate).
 - ii) The Principal/Teacher-in-Charge of a College affiliated to this University.
 - iii) A Govt. District Inspector of Schools.
 - iv) A First Class Judicial Magistrate.
 - v) Member of the Senate/Syndicate, or Officer of this University.
3. National of Bangladesh are to apply through the Ministry of Education/Govt. of Bangladesh Dy. High Commission for Bangladesh in India, Kolkata.
4. Before the fee is deposited he candidate will have to get the Challan and Form duly verified by the concern section.
5. Fees:

For Ordinary issue (less than 10 years) : Rs. - 700 / - For Urgent issue (less than 10 years) : Rs. - 1000 / - For more than 10 years old : Rs. - 1500 / -
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Rupees Ten (Rs-10/-) for the downloaded Forms to be paid in addition to the requisite fees.

6. Payment should be made through SBI Collect portal as follows:

The Mode Of Payment

Google → SBI COLLECT → STATE → EDUCATIONAL INSTITUTION → CALCUTTA UNIVERSITY
 ONLINE PAYMENT → PAYMENT for MISC. FEES → SELECT CATEGORY → Mentioning the
 name of the candidate with required data mentioned in the form filled up by the candidate
 → Pay through Net Banking Debit/Credit Card or in the SBI Bank through downloaded challan
 and submit the receipt along with form.

7. Original Diploma upto year 1996 is not available.
8. If Original Diploma is not available, for any year Duplicate Diploma issued to the candidate.
9. Such document is generally delivered after (i) 30 working days (for ordinary case), (ii) 15 working days (for urgent case).
10. At the time the delivery of Original Diploma candidate is to produce original Marksheet (Provisional certificate for Ph.D. Diploma) and the copy of the challan.
11. For the issuance of Matriculation certificate to the candidates whose age or date of birth are been properly certified and recorded with this office. Until this is done by the submission of transfer certificate in original from the school in which the candidate read last or an affidavit sworn before a Magistrate as proof of age, the certificate be issued.

Or

Matriculation Certificates are not issued to those candidates whose age or date of birth has not been properly certified and recorded with this officer. Until this is done by the submission of a transfer certificate in original from the school in which the candidate read last or an affidavit sworn before a Magistrate as proof of age, the certificate cannot be issued.



UNIVERSITY OF CALCUTTA

No.: CE/ADM/23/25/01(C)

Date: 29.08.2025

NOTICE

It is notified for general information to all concerned that the procedure of application for issuance of Original Diploma (Undistributed returned) / Duplicate Document/s (i.e. Certificate, Marksheet, Admit Card etc.) along with the requisite fees are as follows

Fees for Original Diploma (Undistributed returned) / Duplicate Documents:

1	Ordinary Fees (less than 10 years)	Rs. 700/- (Rs. Seven Hundred) for each Document
2	Urgent Fees (less than 10 years)	Rs. 1000/- (Rs. One Thousand) for each Document.
3	Fees of Documents (older than 10 years)	Rs. 1500/- (Rs. One Thousand Five Hundred) for each Document

**Cost of the form Rs. 10/- (Ten) need to be paid with the requisite Fees for downloaded form.

FOR ISSUING ORIGINAL (UNDISTRIBUTED RETURNED) / DUPLICATE DOCUMENTS:

1. For issuance of documents candidates shall have to collect the application from which will be available at Sales Counter of the University of Calcutta, 87/1 College Street, Kolkata-73, or can be downloaded from www.caluniv.ac.in or www.cuexam.net.
2. The copy of payment receipt and filled in Application Form, Original Copy of General Diary in Police Station (for Duplicate documents), Photocopy of Mark sheet, Certificate, Registration Certificate should be submitted to the Diploma / Duplicate Document Section, Office of the Controller of Examinations, University of Calcutta
3. Regular candidates passed out from the affiliated colleges or PG Departments under this University must get their application form forwarded by the Principal / Head of the concerned PG Department (as applicable),
4. Candidates applying for Duplicate Documents other than Duplicate Marksheet must submit copy of marksheets along with other supportive documents as mentioned in the application form.
5. Such document is generally delivered after (i) 30 working days for ordinary case, (ii) 15 working days for urgent delivery
6. For the issuance of Matriculation certificate to the candidates whose age or date of birth are been properly certified and recorded with this office. Until this is done by the submission of transfer certificate in original from the school in which the candidate read last or an affidavit sworn before a Magistrate as proof of age, the certificate be issued.
Or
Matriculation Certificates are not issued to those candidates whose age or date of birth has not been properly certified and recorded with this officer. Until this is done by the submission of a transfer certificate in original from the school in which the candidate read last or an affidavit sworn before a Magistrate as proof of age, the certificate cannot be issued.
7. Payment : Only online mode of payment (through SBI Collect portal) will be entertained.

The mode of payment is as follows:

The mode of payment
Google → SBI COLLECT PORTAL → STATE → EDUCATIONAL INSTITUTION (CALCUTTA UNIVERSITY ONLINE PAYMENT) → PAYMENT CATEGORY (PAYMENT OF MISC. FEES) → CATEGORY (ORIGINAL CERTIFICATE or DUPLICATE CERTIFICATE / MARKSHEET / ADMIT CARD) → Mentioning the name of the candidate with required data mentioned in the form filled up by the candidate → Pay through Net Banking/Debit/credit Card or in the SBI Bank through downloaded challan and submit the receipt along with Document(s) / letter(s).

Controller of Examinations,
University of Calcutta.