

PareekshaBhavana, Jnanabharathi Campus, Bengaluru-560 056

Follow the Procedure for applying the following Examination related documents

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Important Note: All UG/PG original marks cards should have a signature of Candidate and Principal / Chairperson.

1. Any Correction in the Marks Card

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or **download the Application form from** University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator **seal and signature.**
- Enclosed the fee paid receipt/s paid through online (www.bangaloreuniversity.ac.in.) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/. https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- D Submit the filled application long with relevant document to Grievance Cell, Examination Branch, Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru.

 Document to be enclosed:-
 - ✓ original marks card
 - ✓ In case of name correction, copy of SSLC and PUC marks card should be enclosed.

2. Release of "withheld" results and issue of Marks Cards

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or **download the Application form from** University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator seal and signature.
- Enclosed the fee paid receipt/s paid through online (www.bangaloreuniversity.ac.in.) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- D Submit the filled application long with relevant document to Grievance Cell, Examination Branch , Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University , Bengaluru.

 Document to be enclosed:-
 - ✓ copy of the A Form.
 - ✓ copy of the Invigilators dairy
 - ✓ result sheet

3 Duplicate Marks card

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or **download the Application form from** University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator seal and signature.
- Enclosed the fee paid receipt/s paid through online (<u>www.bangaloreuniversity.ac.in.</u>) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/. https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- Submit the filled application long with relevant document to Grievance Cell, Examination Branch , Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University , Bengaluru.

Document to be enclosed:-

- ✓ Police complaint copy / FIR.
- ✓ Affidavit with photo attested by notary.
- ✓ Copy of marks card if available.

4 | Consolidated Marks Card (Annual Scheme final year only)

Consolidated marks card will not be issued to semester scheme

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or **download the Application form from** University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator seal and signature.
- Enclosed the fee paid receipt/s paid through online (www.bangaloreuniversity.ac.in.) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/, https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- D Submit the filled application long with relevant document to Grievance Cell, Examination Branch , Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University , Bengaluru.

 Document to be enclosed:-
 - ✓ Final year all original marks card applicable to Annual scheme students only.

5 Medium of Instruction Certificate

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or download the Application form from University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator **seal and signature.**
- Enclosed the fee paid receipt/s paid through online (<u>www.bangaloreuniversity.ac.in.</u>) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/. https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- D Submit the filled application long with relevant document to Grievance Cell, Examination Branch , Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru.

 Document to be enclosed:-
 - ✓ A certificate issued by college Principal regarding medium of instruction studied.
 - ✓ Copies of all marks cards.

6 Diploma Certificate

- A Obtain the application form from your college or Grievance Cell, Examination Branch , Bangalore University, Bengaluru or download the Application form from University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator seal and signature.
- C Enclosed the fee paid receipt/s paid through online (www.bangaloreuniversity.ac.in.) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/. https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- Submit the filled application long with relevant document to Grievance Cell, Examination Branch, Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru.
 Document to be enclosed:-
 - ✓ Copies of all marks cards.

7 Rank Certificate

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or download the Application form from University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator **seal and signature.**
- Enclosed the fee paid receipt/s paid through online (<u>www.bangaloreuniversity.ac.in.</u>) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/. https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- D Submit the filled application long with relevant document to Grievance Cell, Examination Branch , Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru.

 Document to be enclosed:-
 - ✓ Copies of all marks cards.
 - ✓ Copy of rank list notified by the University.

8 | Provisional Degree/Diploma Certificate Counter Signature

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bangalore or **download the Application form from** University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator **seal and signature.**
- Enclosed the fee paid receipt/s paid through online (www.bangaloreuniversity.ac.in.) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/, https://buofc.inhawk.com/otherfee/otherFee.aspx
 www.bangaloreuniversity.inhawk.com/otherfee/otherFee.aspx
 www.bangaloreuniversity.inhawk.com/otherfee/otherFee.aspx
 www.bangaloreuniversity.inhawk.com/otherfee/otherFee.aspx
 www.bangaloreuniversity.inhawk.com/otherfee/otherFee.aspx
 www.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- D Submit the filled application long with relevant document to Grievance Cell, Examination Branch, Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru.

 Document to be enclosed:-
 - ✓ Copies of all marks cards.
 - ✓ Provisional degree/diploma certificate issue by the college.

9 Degree Certificate

(Obtain confirmation regarding your name in the eligibility list from the Examination Branch before applying)

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or **download the Application form from** University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application with 2 passport size photograph need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator seal and signature.
- Enclosed the fee paid receipt/s paid through online (www.bangaloreuniversity.ac.in.) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/. https://buofc.inhawk.com/otherfee/otherFee.aspx
 www.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- Submit the filled application long with relevant document to Grievance Cell, Examination Branch, Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru.

 Document to be enclosed:-
 - ✓ Copies of the all marks card
 - ✓ One passport size photograph

10 Duplicate Degree Certificate

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or **download the Application form from** University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator seal and signature.
- Enclosed the fee paid receipt/s paid through online (www.bangaloreuniversity.ac.in.) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/. https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure
 https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- D Submit the filled application long with relevant document to Grievance Cell, Examination Branch, Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru.

 Document to be enclosed:-
 - ✓ Police complaint copy/FIR
 - ✓ Affidavit with photo attested by notary
 - ✓ Copy of Degree certificate if available

11 | Any Corrections in Degree Certificate

- Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or **download the Application form from** University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
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- Submit the filled application long with relevant document to Grievance Cell, Examination Branch, Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru.

 Document to be enclosed:-
 - ✓ Original Degree certificate
 - ✓ Copies of all marks cards

Degree Certificate issued under Tatkal Scheme

(Obtain confirmation regarding your name in the eligibility list from the Examination Branch before applying)

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or **download the Application form from** University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- Fill the application with all information dully signed by applicant. The application with 2 passport size photograph need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator seal and signature.
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 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- D Submit the filled application long with relevant document to Grievance Cell, Examination Branch, Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru.

 Document to be enclosed:-
 - ✓ Copies of the all marks card
 - ✓ One passport size photograph

Genuineness of Marks Card/Degree Certificate for verification received within India and sending replies- <u>To employer</u>

- A letter for genuineness of marks cards and Degree Certificate (Separate letter for Marks card & Degree Certificate) addressed to Registrar (Evaluation), Bangalore University, Bengaluru.
- B Enclosed the fee paid receipt/s paid through online (www.bangaloreuniversity.ac.in.) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/ /

 Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- c Along with letter of request enclose the relevant documents separately(MC & DC) Send by speed post addressed to Registrar (Evaluation), Parkeesha bhavan, Bangalore University Bengaluru-560056
 - ✓ Original marks cards of the candidate
 - ✓ Original Degree certificate of the candidate

14 Official Transcript (for one set) students can also apply for multiple sets

- A Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or download the Application form from University website www.bangaloreuniversity.ac.in (URLhttps://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).
- **B** Fill the application with all information dully signed by applicant. The application need to be forwarded by the College/Department with Principal/Chairperson/Director/Coordinator seal and signature.
- Enclosed the fee paid receipt/s paid through online (www.bangaloreUniversity.ac.in.) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/. https://buofc.inhawk.com/otherfee/otherFee.aspx
 University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf
- Submit the filled application long with relevant document to Grievance Cell, Examination Branch, Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University, Bengaluru Document to be enclosed:-
 - ✓ Copy of marks card to be attested.
 - ✓ Copy of the Degree certificate to be attested.

4.5		
15	Migration Certificate	
A	Obtain the application form from your college or Grievance Cell, Examination Branch, Bangalore University, Bengaluru or download the Application form from University website www.bangaloreuniversity.ac.in (URL https://eng.bangaloreuniversity.ac.in/application-forms/ Home page / downloads /application forms /Application Form for Issue of Various Examination Related Documents).	
В	Fill the application with all information dully signed by applicant. The application need to be forwarded by College/Department with Principal/Chairperson/Director/Coordinator seal and signature.	
С	Enclosed the fee paid receipt/s paid through online (www.bangaloreuniversity.ac.in .) Online services /other fee payments/ miscellaneous fee payment. https://buofc.inhawk.com/ / https://buofc.inhawk.com/otherfee/otherFee.aspx University Fee structure https://eng.bangaloreuniversity.ac.in/wp-content/uploads/2020/05/Exam-related-doc-processing-fee-2020-21.pdf	
D	Submit the filled application long with relevant document to Grievance Cell, Examination Branch , Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University , Bengaluru. Document to be enclosed:- ✓ Copies of the all marks card. ✓ No due certificate from the College / Department	

Contact us	
Payment related issue	9482164989
Any other issue	080-22961220