NSHM
KNOWLEDGE
CAMPUS

APPLICATION FOR OBTAINING ORIGINAL GRADE CARDS / DEGREE CERTIFICATE BY POST

(Form to be filled up by the student online)

1. Name of the Student:…………………………………………………………………………………...

2. E-mail Id of the Student:………………………………… Mobile No.: …………………………………...

3. Name of the Course:……………………………………………………………………………………

4. Session :………………………………………………………………………………………….…

5. College Registration No.:…………………………………………………………………………………

6. University Roll No.:…………………………………………………………………………………………

7. Original Documents required for: ☐ Grade Cards   ☐ Degree Certificate
   ☐ Both Grade Cards & Degree Certificate

8. Full Postal Address (at which original documents of the student to be sent by the college):
   ……
   ……

   Village/ City: …………………………Police Station:………………………………………………...

   Dist.: ……………………………..State: …………………………………PIN: …………………..…

Postal / Courier Fee*: Rs 1000/- (fixed by the college) (For National Level)
              : Rs 5000/- or as per Actual whichever is less (For International Level)

Bank Details: - Account Name: NSHM Academy; Bank Name: Yes Bank Ltd.
              A/c No.: 019094600000524; IFSC: YESB0000190
              Account Type: Savings; Branch Code: 000190 (Last six characters of IFSC Code)
              MICR Code: 700532004 ; Branch: Dalhousie
              Bank Address: Stephen House, 56 A Hemanta Basu Sarani, Kolkata – 700 001

Guidelines for Degree Collection: -

1. Applicants need to download the form and process the payment as per bank details mentioned in the form.
2. Applicants need to send **duly filled in** form along with payment slip/copy to **manojit.mitra@nshm.com**.
3. Once the mail received by the Examination Cell from the applicant, documents will be dispatched within the 4 working days.

☐ I undertake that
- All information given by me is true and correct.
- The total fees to the college for obtaining my original Grade Card(s) and / or Degree Certificate by post will be given by me before sending the same to us.
- The College authority will not be responsible if the sent original documents are destroyed / lost during transit.

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Signature of the Candidate

NSHM Knowledge Campus, Durgapur
(estd. by NSHM Academy)
Arrah, Shibtala via Muchipara, Durgapur 713212, Ph: +91 343 2533813/14 | Email: contactus@nshm.com