



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:

<input type="checkbox"/> Grade Cards	<input type="checkbox"/> Degree Certificate
<input type="checkbox"/> 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@nshh.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.

 Signature of the Candidate