





The Bhawanipur Education Society College

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA

RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

PROCESS FOR APPLYING DUPLICATE /PROVISIONAL/MARKSHEET AND DEGREE CERTIFICATE

1.	Download the form from the following link or you may scan the QR Code. http://cuexam.net/applica-duplicate-marksheet.php	
2.	Take a printout of the form in a white A4 size paper in portrait mode. Fill up the details in the form and make your full signature in the place of the Applicant Signature on the first page of the application form.	
3.	Submit the signed form to the College office, Room No. 28, along with the following documents. a) Photocopy of cleared marksheets. b) Photocopy of University Registration Certificate.	
4.	The college office will get it forwarded by the principal within 2 working days from the date of submission.	
5.	Payment should be made as follows: a) For urgent issue: Rs.710/- b) For Ordinary issue: Rs.510/- c) For more than ten years old: Rs.1010/- Payment to be made online to university through the following link or you may scan the QR Code. https://www.onlinesbi.sbi/sbicollect/icollecthome.htm a) Search for Calcutta University in the search box and select "Calcutta University– Online Payment." b) Under the payment category, select "Payment for Misc Fees". c) Fill up the details. d) Paid the exact amount as per above mention payment amount. e) Once paid, print the receipt. (two copies)	
6.	The signed form along with the required documents is to be submitted to the University of Calcutta, Provisional Department of DARBANGHA BUILDING 2nd Floor.	

Please note: Once the documents are submitted in the University along with the required application form and fee, the follow ups are to be made with University only as college has no role to play further into it.