SU/Circular/2026/479

Date: 8.08.2026

Circular

Sub: Concerned office/ department for issuance of the different documents/ certificate, in the Swaminarayan University
Ref No: SU/ Notification /2025/413 dt 08.08.2025

The following are the documents /certificate in the University along with the concerned office/ department who shall issue the documents /certificate. The circular is issued to have more clarity and responsibilities to complete the task.
The Institute level format shall be communicated to Hols/ Dean of the Faculties by the CoE, Swaminarayan University.

Sr No	Certificate/ Documents	Concerned office
1	Transcript	Examination Section
2	Transcript for MBBS	Examination Section
3	Migration Certificate	Examination Section
4	NOC Admission Cancellation	Institute level
5	Documents Verification of ➢ Grade card/ Marks Card ➢ Degree certificate ➢ Provisional Degree Certificate ➢ Etc...	Examination Section
6	Correction of Students Name/ABC-ID in Grade/ Marks card (in case the wrong entry of name is made by the student in ERP)	Examination Section
7	Rank certificate (University Exams)	Examination Section
8	Language Certificate (MoI)	Institute level
9	Backlog Certificate	Institute level
10	Attempt Certificate	Institute level
11	CGPA to Percentage Certificate	Examination Section
12	Duplicate Grade Card/ Mark Sheet	Examination Section
13	Duplicate Degree Certificate	Examination Section
14	LoR	Institute level (national level), if required for foreign admission then to be issued in consultation with International Affair cell

Registrar

REGISTRAR
SWAMINARAYAN UNIVERSITY
KALOL, DIST. GANDHINAGAR-382725

Copy to:

1) Dean of Faculties
2) NEP- Chairman, Swaminarayan University
3) Director – IQAC, Swaminarayan University
4) Dean (Academics), Swaminarayan University
5) Dean Student Welfare, Swaminarayan University
6) PhD section, Swaminarayan University
7) R&D cell, Swaminarayan University
8) The Controller of Examination, Swaminarayan University
9) Student Section / Admission cell, Swaminarayan University
10) Director (Administration)
11) Chief Librarian, Swaminarayan University
12) Finance and Account officer
13) HR Section, Swaminarayan University
14) IT Manager, Swaminarayan University

Copy submitted to:

1) The President, Swaminarayan University
2) The Vice President, Swaminarayan University
3) The Provost, Swaminarayan University
4) The Pro Vice Chancellor, Swaminarayan University

SU/Notification/2025/413 Date: 08.08.2025

Notification

Sub: Fees to be charged for different documents in the University

Ref: (I) SU/Circular/2024/798 dt 26.11.2024

(II) SU/ Notification/2025/277 dt 3.06.2025

(III) Proposal from the Examination Section.

In partial modification of the notification cited at ref (I to III) the one-time fees at the rates shown below shall be paid by the students to obtain types of credentials from the University. The Fees applicable shall come in effect from August 8, 2025.

Certificate/ Documents	Fees	Mode of Payment
Transcript	(i) Rs. 2,000/- (First set-4 copy) (ii) Additional Rs. 2,000/- multiple thereof)	Online payment through Swaminarayan University – Fee Modules
Transcript for MBBS	Rs 2000/- per copy	Online payment through Swaminarayan University – Fee Modules
Migration Certificate	Rs.500/-	Online payment through Swaminarayan University – Fee Modules
NOC Admission Cancellation	Rs. 500/-	Online payment through Swaminarayan University – Fee Modules
Statement of Mark	Rs. 1000/-	Online payment through Swaminarayan University – Fee Modules
Documents Verification of • Grade card/ Marks Card • Degree certificate • Provisional Degree Certificate • Etc...	Rs. 500/- per documents	Online payment through Swaminarayan University – Fee Modules Necessary documents will have to be produced by the student
Correction of Students Name/ ABC-ID in Grade/ Marks card (in case the wrong entry of name is made by the student in ERP)	Rs. 500/-	Online payment through Swaminarayan University – Fee Modules Necessary documents will have to be produced by the student

Rank certificate (University Exams)	Rs: 500/-	Online payment through Swaminarayan University – Fee Modules Necessary documents will have to be produced by the student.
Language Certificate (MoI)	Rs: 100/-	Online payment through Swaminarayan University – Fee Modules
Backlog Certificate	Rs: 500/-	Online payment through Swaminarayan University – Fee Modules
Attempt Certificate	Rs: 500/-	Online payment through Swaminarayan University – Fee Modules
CGPA to Percentage Certificate	Rs: 500/-	Online payment through Swaminarayan University – Fee Modules
Duplicate Grade Card/ Mark Sheet	Rs: 1000/-	Online payment through Swaminarayan University – Fee Modules. Submit an original copy of challan for having registered a complaint on loss of original documents with the police.
Duplicate Degree Certificate	Rs: 5000/-	Online payment through Swaminarayan University – Fee Modules. Submit an original copy of challan for having registered a complaint on loss of original documents with the police.
Other certificate (Please specify details of certificate required)	Rs :500/- per documents	Online payment through Swaminarayan University – Fee Modules Necessary documents will have to be produced by the student.
Courier Charges	Rs: 300/- for domestic Rs:3000/- for international (revised rate shall be applicable at the current period)	Online payment through Swaminarayan University – Fee Modules
LoR	RS 500/- for initial letter (01) and for additional copies Rs: 100/- per copy shall be charged.	Online payment through Swaminarayan University – Fee Modules/ Offline

The notification issued after due approval from the competent authorities and will be ratified in the upcoming BoM and GB Meeting.

Registrar

REGISTRAR
SWAMINARAYAN UNIVERSITY
KALOL, DIST. GANDHINAGAR-382725

Copy to:

1. Dean of Faculties
2. Director – IQAC, Swaminarayan University
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4. Dean Student Welfare
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Copy submitted to:

1. The President
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