



Follow the Procedure for applying the following Examination related documents

<u>Sl.No</u>	<u>Particulars</u>	<u>Page no</u>
1	Any Correction in the Marks Card	2
2	Release of “withheld” results and issue of Marks Cards	2
3	Duplicate Marks card	3
4	Consolidated Marks Card (Annual Scheme final year only)	3
5	Medium of Instruction Certificate	4
6	Diploma Certificate	4
7	Rank Certificate	5
8	Provisional Degree/Diploma Certificate Counter Signature	5
9	Degree Certificate	6
10	Duplicate Degree Certificate	6
11	Any Corrections in Degree Certificate	7
12	Degree Certificate issued under Tatkal Scheme	7
13	Genuineness of Marks Card/Degree Certificate for verification	8
14	Official Transcript	8
15	Migration Certificate	9

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 https://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).
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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ 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 (URL https://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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ 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 (URL https://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 (https://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 Click here for University Fee structure :- <u>Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24</u>
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:- <ul style="list-style-type: none"> ✓ 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) <u>Consolidated marks card will not be issued to semester scheme</u>
A	Obtain the application form from your college or Grievance Cell, Examination Branch , Bangalore University , Bengaluru or download the Application form from University website https://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).
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 (https://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 Click here for University Fee structure :- <u>Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24</u>
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:- <ul style="list-style-type: none"> ✓ 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 (URL https://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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ 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 (URL https://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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ 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 (URL https://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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ 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 (URL https://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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ Copies of all marks cards. ✓ Provisional degree/diploma certificate issue by the college.

9	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 (URL https://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 pass photo size (photograph) 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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ Copies of the all marks card ✓ One pass photo 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 (URL https://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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ Police complaint copy/FIR ✓ Affidavit with photo attested by notary ✓ Copy of Degree certificate if available

11	Any Corrections in 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 (URL https://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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ Original Degree certificate ✓ Copies of all marks cards

12	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 (URL https://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 pass photo size (photograph) 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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ Copies of the all marks card ✓ One pass photo size photograph

13	Genuineness of Marks Card/Degree Certificate for verification received within India and sending replies- <u>To employer</u>
A	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 Click here for University Fee structure :- <u>Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24</u>
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 <ul style="list-style-type: none"> ✓ 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 (URL https://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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- <u>Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24</u>
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:- <ul style="list-style-type: none"> ✓ Copy of marks card to be attested. ✓ Copy of the Degree certificate to be attested.

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).
B	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.
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/Miscellaneousfee/OtrRec.aspx or https://buofc.inhawk.com/otherfee/otherFee.aspx Click here for University Fee structure :- Processing Fee for Examination related Documents other than Examination Fee for the Academic year 2023-24
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:- <ul style="list-style-type: none"> ✓ Copies of the all marks card. ✓ No due certificate from the College / Department

Contact us	
Payment related issue	8800775164 (10AM - 5PM)
Any other issue	080-22961220