

Dear All Stakeholders (Students/Parents/Employer/Verification Agencies)

Happy to share that, the following *services are offered by Affiliating University:*

A. Services Offered by Sant Gadge Baba Amravati University for Regular Students

- a. Reassessment
- b. Photocopy of Answer Book
- c. Redressal of Answer Book
- d. Duplicate/Loss of Mark-Sheet
- e. Name Correction On Mark-Sheet-Submit Handwritten Application with Original Mark-Sheet in Administrative Office (University Desk)

a: - For Reassessment- Student has to apply online through University login of Student within **15** days from the date of declaration of result. Student has to pay the requisite fees mentioned in the College Notice to SGBA University and submit Online Print of Application Form, Original Mark Sheet (Ensure that, before sending the Original Mark-Sheet, have a PDF & 3, 4 Photocopies) and Payment Receipt in Person or by Registered Indian Post to Confidential Section, Sant Gadge Baba Amravati University, Amravati-444,602.

b. For Photocopy of Answer Book- Student has to apply online through University login of Student within **15** days from the date of declaration of result. Student has to pay the requisite fees mentioned in the College Notice to SGBA University and submit Online Print of Application Form, Photocopy of Mark Sheet and Payment Receipt in Person or by Registered Indian Post to Confidential Section, Sant Gadge Baba Amravati University, Amravati-444,602.

c. For Redressal of Answer Book- Student has to apply online through University login of Student within **10** days from the date of receive of Photocopy of Answer book in Student Login. Student has to pay the requisite fees mentioned in the College Notice to SGBA University and submit Online Print of Application Form, Original Mark Sheet (Ensure that, before sending the Original Mark-Sheet, have a PDF & 3, 4 Photocopies) and Payment Receipt in Person or by Registered Indian Post to Confidential Section, Sant Gadge Baba Amravati University, Amravati-444,602.

d: - For Duplicate/Loss of Mark-Sheet- Fill the attach Form and Attach -Affidavit on Rs. 100/- Notarized Bond Paper, Pay Rs.100/- per mark sheet to University through SB collect or Cash at University Counter, Photocopy of missing mark sheet or Hall Tickets of examination or details of Examination and Submit all above by Registered Indian Post to Hon. Director, Board of Examination and Evaluation, Sant Gadge Baba Amravati University, Amravati-444,602. [Click here for the SGBAU Duplicate Mark-sheet Form](#)

B. Services Offered by Sant Gadge Baba Amravati University for Pass-out Students

- a. Migration Certificate
- b. Duplicate//Loss of Mark-Sheet
- c. Degree in Absentia
- d. Duplicate Degree Certificate
- e. University Transcripts (For Visa/Higher Education/Employment Purpose)
- f. Degree Certificate or Mark Sheet Verification

a: - Fill the Migration Form and obtain Principal Signature with Stamp from College Office. Attach Self attested Last Appeared Examination (Final Year Mark Sheet) along with Transfer Certificate, Pay Rs.200/- to University through SB collect or Cash at University Counter and Submit all above by Hand or by Registered Indian Post to Assistant Registrar (Enrollment Section), Sant Gadge Baba Amravati University, Amravati-444,602. [Click here for the SGBAU Migration Form](#)

b: - Fill the For Duplicate/Loss of Mark-Sheet Form and attach -Affidavit on Rs. 100/- Notarized Bond Paper, Pay Rs.100/- per mark sheet to University through SB collect or Cash at University Counter, Photocopy of missing mark sheet or Hall Tickets of examination or details of Examination and Submit all

above by Registered Indian Post to Hon. Director, Board of Examination and Evaluation, Sant Gadge Baba Amravati University, Amravati-444,602. [Click here for the SGBAU Duplicate Mark-sheet Form](#)

c: - Fill the Degree in Absentia Application and attach Self Attested Final Year Mark Sheet along with Transfer Certificate, Pay Rs.200/- to University+ Rs. 50/- per year fine after convocation from the year of passing to till date/year through SB collect or Cash at University Counter and Submit all above by Hand or by Registered Indian Post to Hon. Director, Board of Examination and Evaluation, Sant Gadge Baba Amravati University, Amravati-444,602. The degree certificate will be sent by the university to the address mentioned in the application within six month from the date of application. [Click here for the SGBAU Degree-in-absentia](#)

d: -Fill Degree in Absentia Application and mention “Duplicate Degree Certificate” on degree in Absentia application and Affidavit on Rs. 100/- Notarized Bond Paper, attach Self Attested Final Year Mark Sheet along with Transfer Certificate. Pay Rs.500/- to University through SB collect or Cash at University Counter and Submit all above by Hand or by Registered Indian Post to Hon. Director, Board of Examination and Evaluation, Sant Gadge Baba Amravati University, Amravati-444,602. The duplicate degree certificate will be sent by the university to the address mentioned in the application within six month from the date of application. [Click here for the SGBAU Degree-in-absentia](#)

e. For Transcript: Fill the Attached Application and Pay Rs. 1000/- per set to University through SB collect or Cash at University Counter. Along with the application submit pass 1st to 8th Semester Clear/Readable Photocopy on Executive Bond Paper with Photocopy of Degree Certificate. Submit all above by Hand or by Registered Indian Post to Hon. Director, Board of Examination and Evaluation, Sant Gadge Baba Amravati University, Amravati-444,602. The Sealed Envelope will be sent by the university to the address mentioned in the application within 45 days from the date of application. [Click here for the SGBAU Transcript Application](#)

f. Verification of Degree Certificate or Mark Sheet: Submit the Handwritten application and Pay Rs. 500/- to University through SB collect or Cash at University Counter. Along with the application submit Clear/Readable Photocopy of all semesters Mark-Sheets on Executive Bond Paper or Photocopy of Degree Certificate. Submit all above by Hand or by Registered Indian Post to Hon. Director, Board of Examination and Evaluation, Sant Gadge Baba Amravati University, Amravati-444,602. The Sealed Envelope will be sent by the university to the address mentioned in the application. (If Degree Certificate or Mark Sheet verification is initiated by the employer- The employer will request to the university on his own letter head along with supporting documents- No need of payment of fees for the employer)

[Click here for to know the Process of Payment to SGBAU University](#)

(The above information regarding various services is gathered from university web page. The fees, application and other term and conditions may change time to time. For more details, please visit www.sgbau.ac.in page.)