

Provisional Certificate Guide lines

- Student who needs provisional certificate may apply online for the same. Students are advised to follow the following for applying the provisional certificate.
- Register and fill the online form available on the DBU web site www.deshbhagatuniversity.in for the said purpose.
- Upload the soft copy of photograph and scanned signature.
- Upload the soft copy of Mark sheet or result.
- Deposit online non-refundable fee of ₹ 3000/- per copy for the issuance of Provisional Certificate at the payment Gateway.
- After completion of online process including payment of prescribed fee, candidate will receive the acknowledgement receipt along with a Receipt number.
- It means the request of candidate for issuance of Provisional Certificate has been provisionally accepted subject to the verification.
- In case of non-receipt of the acknowledgement, send a copy of DBU filled online application, fee receipt, along with all uploaded documents and email to conserved department
- Provisional certificate will be issued within two days subject to the verification of the documents submitted.
- Students are advised to keep all the information ready before filling the online form specially University Enrolment Number. Without this your certificate will not be valid for the purpose you require.
- If any query / doubt students are advised to contact their respective Faculty/School/Department and CAS

Ref No: DBU/REG/25/2437

Dated: 07 August, 2025

NOTIFICATION

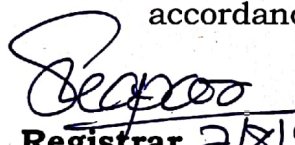
In supersession of Notification No. DBU/Reg/25/2369 dated 167 July, 2025 and in partial amendment/additions it is notified that following fee structure will be applicable with immediate effect for issuance of various examinations and associated academic documents:-

FEE STRUCTURE

Sr No.	CERTIFICATE/DOCUMENT NAME	REVISED FEE	REQUIRED DURATION
1	Provisional Degree	Rs.3000/-	Within two working days
2	Provisional Consolidate Result (Exist name is Provisional Certificate)	Rs.3000/-	Within five working days
3	Equivalence certificate (For Foreign students Academic Eligibility verification) (Except Regulatory Body Programme where AIU essentially required)	Rs.10000/-	Within five working days
4	Duplicate DMC's	Rs.2500/- (for each DMC)	Within fifteen working days
5	Duplicate Degree	Rs.5000/-	Within fifteen working days
6	Degree in absentia	Rs.10000/-	Within fifteen working days
7	Documents Verification (Within India)	Rs.600/- (for Each Document *5000 (Urgent)	Within five working days. *(Same day)
8	Documents Verification (India International)	Rs.8000/-	Within ten working days
9	Migration Certificate	Rs.2000/- *5000 (Urgent)	Within seven working days *(Same day)
10	Duplicate Migration Certificate	Rs.5000/-	Within ten working days
11	Character Certificate	Rs.1000/-	Within five working days
12	Transcript	Rs.10,000/-	Within seven working days
13	WES	Rs.15,000/-	Within fifteen working days
14	Transcript for Nursing	Rs.15,000/-	Within fifteen working days
15	Second Copy of Transcript	Rs.10000/-	Within seven working days
16	Back Log Certificate	Rs.5000/-	Within seven working days
17	Pre- Authentication (only for RCI programs)	Rs.1500/-	Within two working days
18	Authentication (only for RCI programs)	Rs.2500/-	Within two working days
19	Fees Statement Certificate	Rs.1500/-	Within seven working days
19	Batch Certificate	Rs.1500/-	Within seven working days
20	LOR	Rs.2000/-	Within three working days
21	Bonafide Certificate	Rs.1000/-	Within two working days
22	Medium of Instructions (MOI)	Rs.1000/-	Within two working days

Sr No.	CERTIFICATE/DOCUMENT NAME	REVISED FEE	REQUIRED DURATION
23	Institution Verification letter	Rs.1500/-	Within seven working days
24	Program/Course description letter	Rs.5000/-	Within fifteen working days
25	Confidential Result	Rs.5000/-	Within fifteen working days
26	DMC's Correction	Rs.800/- (for each DMC)	Within fifteen working days
27	Degree Correction	Rs.2500/-	Within fifteen working days
28	Transcript Correction	Rs.2500/-	Within fifteen working days
29	Course completion certificate	Rs.1500/-	Within five working days
30	Additional Exam fee	Rs.7000/- (per paper)	-----
31	Reappear fee	Rs.700/- (Per subject)	-----
32	Convocation fee	Rs.2500/- (non-refundable)	-----
33	Attendance Certificate for BA.LLB. Hons (5 Yrs) and LL.B Three Years Course	Rs.1000/-	Within two working days

Note: Any issues or items not explicitly addressed by the aforementioned categories will require approval from the competent authority in accordance with existing university regulations.


Registrar 7/8/25
REGISTRAR
DESH BHAGAT UNIVERSITY
MANDI GOBINDGARH (PB.)

Ref No: DBU/REG/25/2374

Dated- 18 July, 2025

ADDENDUM

**To Revised Fee Structure for Examination and
Other Associated Academic Documents**

In continuation of Office Order Ref.No.DBU/Reg/25/2369 dated 17 July, 2025 revised Fee Structure for Attendance Certificate to be issued by University School of Law will be as follows :-

Sr No.	CERTIFICATE/DOCUMENT NAME	REVISED FEE	REQUIRED DURATION
1	Attendance Certificate for BA.LLB. Hons (5 Yrs) and LL.B Three Years Course	Rs.1000/-	Within two working days

This will come in force with immediate effect.

Registrar

18/7/25
REGISTRAR
DESH BHAGAT UNIVERSITY
MANDI GOBINDGARH (PB.)

Ref No: DBU/REG/25/2473

Dated- 19 August, 2025

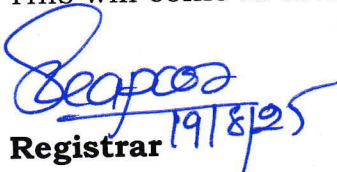
ADDENDUM

**To Revised Fee Structure for Examination and
Other Associated Academic Documents**

In continuation of Office Order Ref.No.DBU/REG/25/2437 dated 07 August, 2025 revised Fee Structure for SSB Bonafide Certificate to be issued by Director DBUCOE and In-Charge CAS will be as follows :-

Sr No.	CERTIFICATE/DOCUMENT NAME	REVISED FEE	REQUIRED DURATION
1	SSB Bonafide Certificate	Rs.3000/-	Within two working days

This will come in force with immediate effect.


Registrar 19/8/25