



**Desh Bhagat
University**
Research.
Innovation.
Entrepreneurship.

**NAAC
GRADE A+**
ACCREDITED UNIVERSITY

A PROUD INITIATIVE OF S. LAL SINGH MEMORIAL EDUCATIONAL TRUST

Subject :- Document Request Procedure – Step-by-Step Guidance

Step 1 – Visit the Official University Website

Open your browser and visit the official Desh Bhagat University portal to begin your document request process.

Step 2 – Click on “Request For Document”

On the homepage, locate the **“Request For Document”** option and click on it to access the document request portal.

Step 3 – Fill in Required Details

Enter all your personal and academic details carefully. Please ensure that the information matches your university records to avoid any delays in processing.

Step 4 – Select Your Degree

Choose the relevant degree/program from the available options for which you want to request the document.

Step 5 – Select the Required Document

Choose the document you wish to request, such as Transcript, Degree Certificate, Migration Certificate, or any other available document. Please review the selected document carefully before proceeding.

Step 6 – Enter Captcha & Register

Enter the captcha code shown on the screen and click on **“Register Now.”** Once registered, you may receive a confirmation or be redirected to the application page.

Step 7 – Click “Apply Now”

After registration, locate your required document from the list and click on **“Apply Now”** to begin the application process.

Step 8 – Complete Document Details

Fill in all required academic details such as enrollment number, course information, passing year, and other relevant details.

Step 9 – Click “Save & Next”

After verifying all details, click on **“Save & Next”** to proceed further. Kindly double-check the entered information before moving ahead.

Step 10 – Complete Payment Details

Review the applicable document fee and proceed to the payment section.

Step 11 – Select UPI Payment Option

Choose **UPI** as your payment method to proceed through QR-based payment.

Step 12 – Scan QR Code & Complete Payment

Click on **“Show QR,”** scan the QR code using any UPI application such as Google Pay, PhonePe, Paytm, or BHIM, and complete the payment successfully. Once payment is completed, your document request will be officially submitted. Please keep the payment receipt or transaction ID for future reference.

Should you face any difficulty during the process or require any assistance, please feel free to connect with us. We will be happy to assist you.

Best Regards,

Desh Bhagat University
Mandi Gobindgarh.