



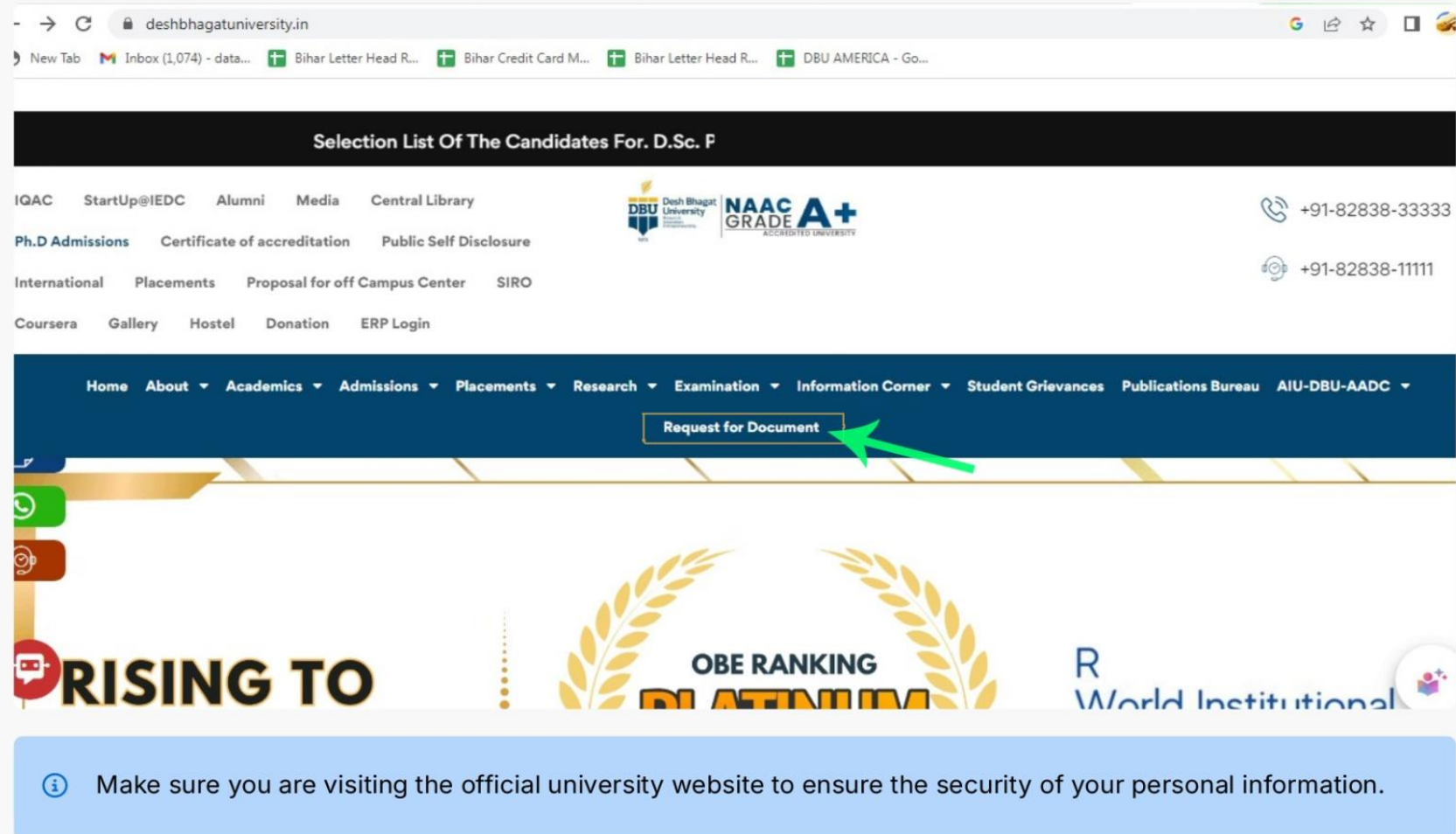
A PROUD INITIATIVE OF S. LAL SINGH MEMORIAL EDUCATIONAL TRUST

How to Request a Document from Desh Bhagat University

**A step-by-step guide to submitting
your document request online through the official
Desh Bhagat University portal at
www.deshbhagatuniversity.in**

Step 1: Visit the Official University Website

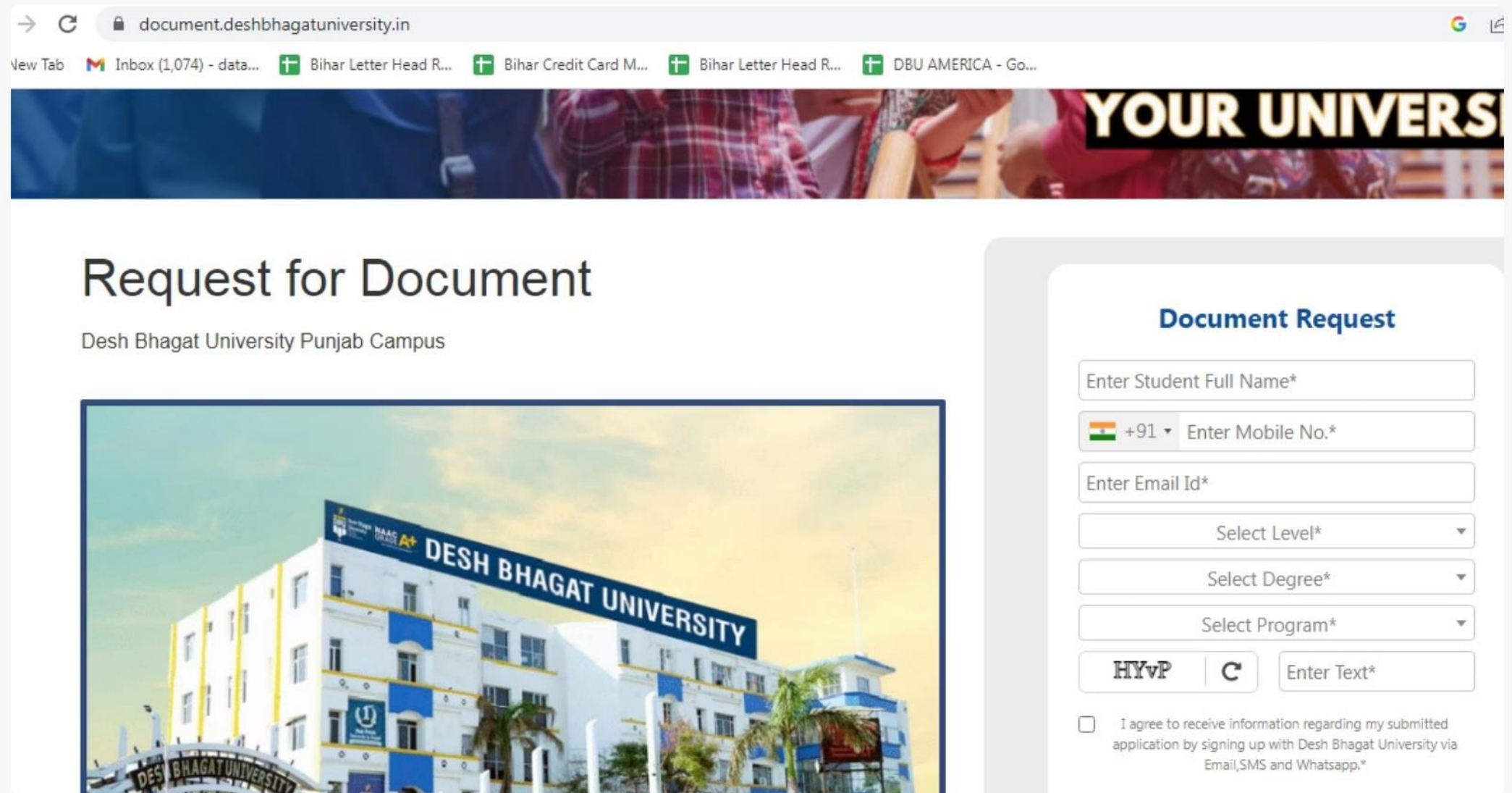
Open your browser and navigate to the official Desh Bhagat University website at <https://deshbhagatuniversity.in/> to get started with your document request.



The screenshot shows a web browser displaying the official website of Desh Bhagat University. The browser's address bar shows the URL <https://deshbhagatuniversity.in/>. The website header features a navigation menu with links such as Home, About, Academics, Admissions, Placements, Research, Examination, Information Corner, Student Grievances, Publications Bureau, and AIU-DBU-AADC. A prominent blue button labeled "Request for Document" is highlighted with a green arrow. The website also displays accreditation logos for NAAC Grade A+ and DBU, along with contact information: +91-82838-33333 and +91-82838-11111. A banner at the bottom of the page reads "RISING TO OBE RANKING PLATINUM World Institutional". A blue notification bar at the bottom of the browser window contains the text: "Make sure you are visiting the official university website to ensure the security of your personal information."

Step 2: Click on "Request For Document"

Once you are on the university homepage, locate and click on the **"Request For Document"** option. This will take you to the document request portal where you can begin your application.



document.deshbhagatuniversity.in

YOUR UNIVERS

Request for Document

Desh Bhagat University Punjab Campus

DESH BHAGAT UNIVERSITY

Document Request

Enter Student Full Name*

+91 Enter Mobile No.*

Enter Email Id*

Select Level*

Select Degree*

Select Program*

HYvP Enter Text*

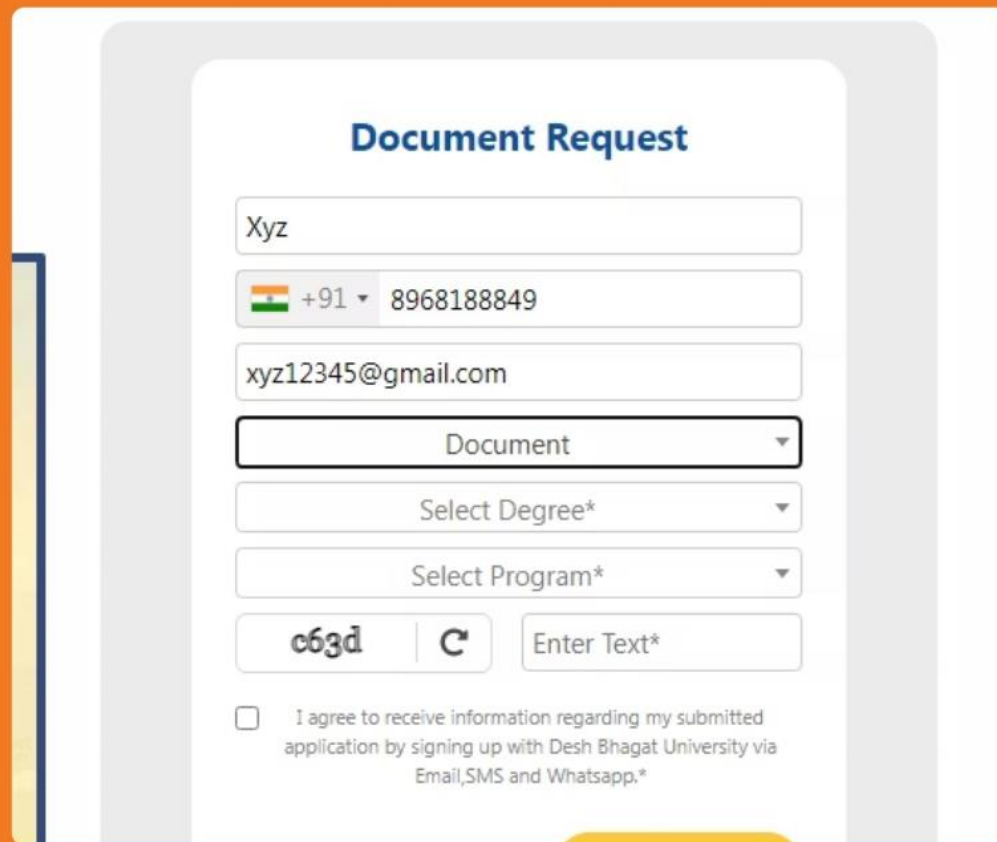
I agree to receive information regarding my submitted application by signing up with Desh Bhagat University via Email,SMS and Whatsapp.*

- Look for the Request For Document link in the main navigation menu or on the homepage dashboard.

Steps 3 & 4: Fill in Details & Select Your Degree

Step 3 – Fill in Required Details

Enter all the required personal and academic details in the form provided. Ensure all information is accurate and matches your official university records.

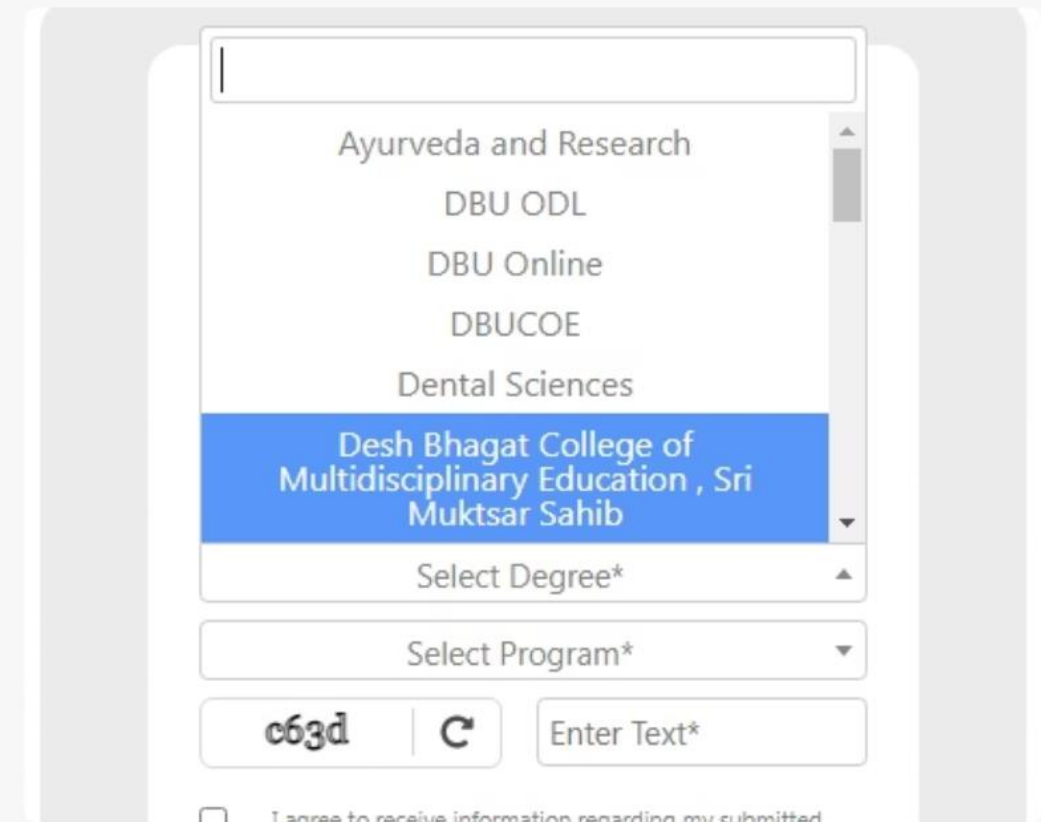


The screenshot shows a form titled "Document Request" with the following fields:

- Text input: "Xyz"
- Phone number: "+91 8968188849" (with a dropdown for country code)
- Email: "xyz12345@gmail.com"
- Document type: "Document" (dropdown menu)
- Degree: "Select Degree*" (dropdown menu)
- Program: "Select Program*" (dropdown menu)
- Text input: "Enter Text*" (with a "c63d" logo and a refresh icon)
- Checkbox: "I agree to receive information regarding my submitted application by signing up with Desh Bhagat University via Email, SMS and Whatsapp.*"

Step 4 – Select the Degree

From the dropdown or selection menu, choose the degree program for which you are requesting the document. Make sure to select the correct degree to avoid any processing delays.

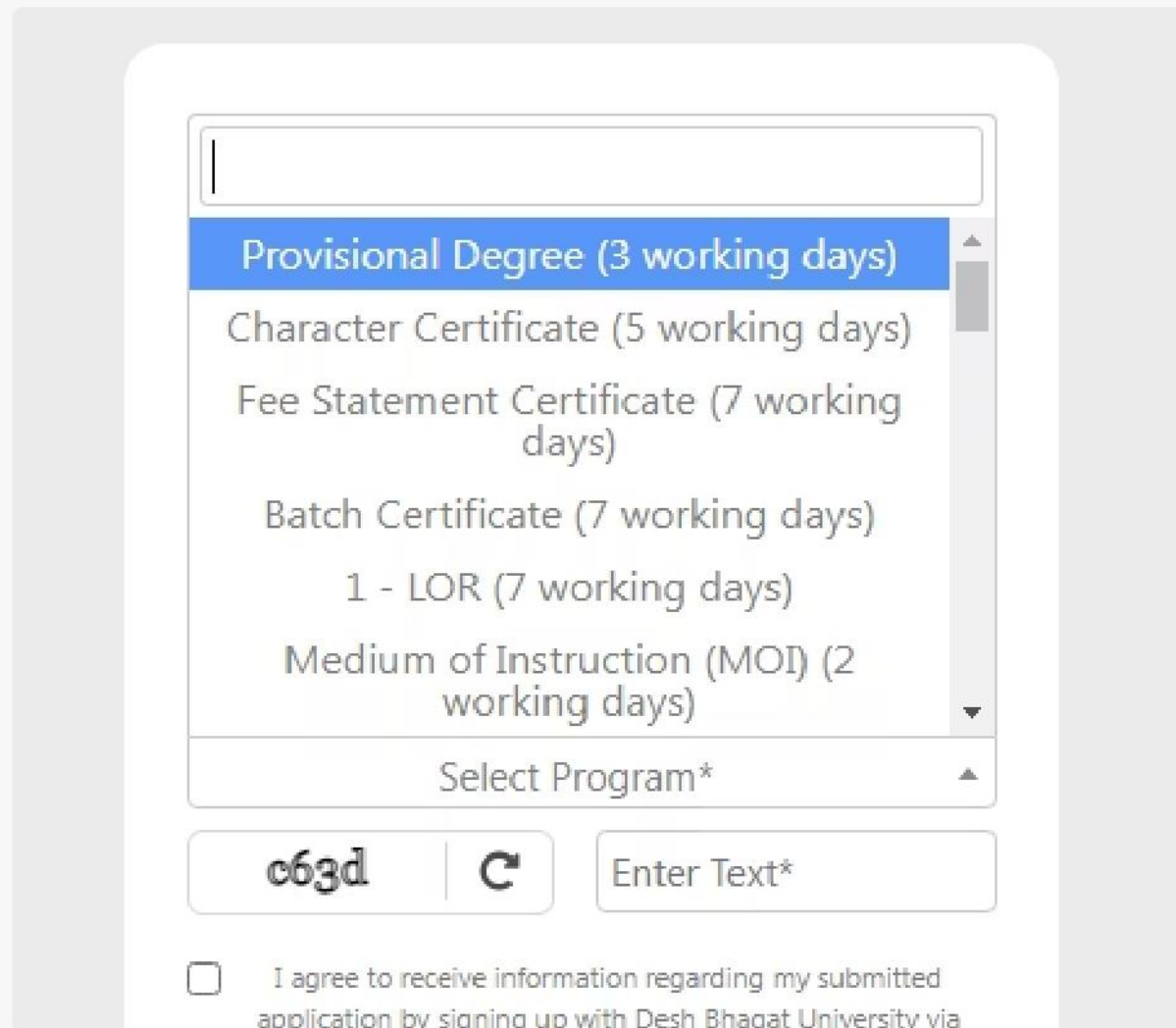


The screenshot shows a dropdown menu with the following options:

- Ayurveda and Research
- DBU ODL
- DBU Online
- DBUCOE
- Dental Sciences
- Desh Bhagat College of Multidisciplinary Education , Sri Muktsar Sahib** (highlighted in blue)
- Select Degree* (dropdown menu)
- Select Program* (dropdown menu)
- Text input: "Enter Text*" (with a "c63d" logo and a refresh icon)
- Checkbox: "I agree to receive information regarding my submitted" (partially visible)

Step 5: Choose the Document Required

Select the specific document you need from the list of available documents. The portal offers a variety of official documents including transcripts, degree certificates, migration certificates, and more.



The screenshot shows a web interface for selecting documents. At the top is an empty search input field. Below it is a scrollable list of document options:

- Provisional Degree (3 working days) - This option is highlighted with a blue background.
- Character Certificate (5 working days)
- Fee Statement Certificate (7 working days)
- Batch Certificate (7 working days)
- 1 - LOR (7 working days)
- Medium of Instruction (MOI) (2 working days)

Below the list is a dropdown menu labeled "Select Program*" with an upward-pointing arrow. Underneath are two buttons: one with the text "c63d" and a refresh icon, and another with the text "Enter Text*". At the bottom, there is a checkbox followed by the text: "I agree to receive information regarding my submitted application by signing up with Desh Bhagat University via".

- ⓘ Review the list carefully and select only the document(s) you require. Each document may have a separate fee associated with it.

Step 6: Enter Captcha & Register Now

To complete your registration and verify that you are a human user, enter the **Captcha Code** displayed on the screen. Once entered correctly, click the **"Register Now"** button to proceed with your document request.

Document Request

 I agree to receive information regarding my submitted application by signing up with Desh Bhagat University via Email, SMS and Whatsapp.*
[Existing User? Login](#)

Enter Captcha

Type the characters shown in the captcha image exactly as displayed.

Click Register Now

After entering the captcha, click the Register Now button to submit your registration.

Confirmation

You may receive a confirmation email or be redirected to the document application page.

Step 7: Click "Apply Now" on the Required Document

After registering, you will be presented with a list of available documents. Find the document you need and click the **"Apply Now"** button next to it to begin the application process for that specific document.

The screenshot displays a user interface for managing applications. On the left is a navigation sidebar with links for Dashboard, All Applications (highlighted), Payment History, My Queries, Contact Details, Call Us, and Email Us. The main content area is titled 'All Applications' and features two filter dropdowns: 'Degree' (set to 'DBU ODL') and 'Program' (set to 'Select Program*'). Below the filters are three application cards, each with an 'Apply Now' button. Each card contains the following information:

Request Type	Document	Document Payment	Action
Request Type: Department: DBU ODL	Document: 1 - LOR (7 working days)	Document Payment: Not Initiated Status: ❗ Not Paid	Apply Now →
Request Type: Department: DBU ODL	Document: Additional Exam Fee	Document Payment: Not Initiated Status: ❗ Not Paid	Apply Now →
Request Type: Department: DBU ODL	Document: Authentication (RCI Programs)	Document Payment: Not Initiated Status: ❗ Not Paid	Apply Now →

✔ Once you click Apply Now, you will be guided through a multi-step form to complete your document request.

Steps 8 & 9: Complete Document Details & Save

Step 8 – Complete Step 1: Document Details


Fill in all the required fields in the **Document Details** section (Step 1 of the application). This typically includes your enrollment number, course details, passing year, and other relevant academic information.

The screenshot shows a web application interface with a navigation bar at the top containing 'Back', 'My Profile', 'My Application', and 'Instructions'. Below the navigation bar is a progress indicator with 'Step 1 Document Details' highlighted and 'Step 2 Document Payment' shown as a lock icon. The main content area is titled 'Step 1: Document Details' and contains a 'Personal Details' section. This section has four input fields: 'Applicant Name*' with the value 'Xyz', 'Mobile No*' with a country code dropdown and the value '+91 89681-88849', 'Email Id*' with the value 'xyz12345@gmail.com', and 'Branch' with the placeholder text 'Enter Branch'.

Step 9 – Click Save & Next

After carefully filling in all the required details, click the **"Save & Next"** button to save your progress and move on to the next step of the application process.

The screenshot shows a web application interface with a 'Address for Communication' section. This section contains six input fields: 'Address*' with the value '1235 Chandigarh', 'Country*' with a dropdown menu showing 'India', 'State*' with a dropdown menu showing 'Chandigarh', 'District*' with a dropdown menu showing 'Chandigarh', 'City*' with a dropdown menu showing 'chandigarh', and 'Pincode*' with the value '160009'. At the bottom right of the form, there are two buttons: 'Save as Draft' and 'Save & Next'.

 Double-check all entered details before clicking Save & Next. Incorrect information may cause delays in document processing.

Steps 10 & 11: Complete Payment & Choose UPI

Step 10 – Complete the Payment Details

Fill in the payment details on the payment page. Review the fee amount for your requested document and ensure all payment information is correctly entered before proceeding.

Step 1
Document Details

Step 2
Document Payment

Step 2: Document Payment ⓘ

Payment Details

Document	Registration Fees	Payment Status	Actions
1 - LOR (7 working days)	2000	Not Paid	

Total Amount to Pay
2000

Payment Method
Select Payment Method

Kindly note that mere submission of the admission enquiry form does not guarantee admission to any of the courses in Desh Bhagat University campus. Admission will be based on satisfying the eligibility criteria mandated by the University / respective statutory bodies.

[← Back](#) [Pay Now](#)

Step 11 – Click on UPI to Pay via QR

Select the **UPI** payment option from the available payment methods. This will allow you to make a quick and secure payment by scanning a QR code using any UPI-enabled app on your smartphone.

https://deshbhagatuniversity.in/
Tr ID ca2124b24e5f018

Payment Link valid For 14:54

Select Payment Method

- Credit Card 1 Offer Available
- Debit Card 1 Offer Available
- UPI 2 Offer Available
- NetBanking 1 Offer Available
- Wallets 3 Offer Available
- EMI

Offers [View All >](#)

Savings of up to 1.5% with NeuCar... [Apply](#)

Enter Card Details

Card Number MM/YY

Card Holder Name CVV

[Coupons Available](#)

Step 12: Show QR Code & Complete Payment

Click on the **"Show QR"** button to display the QR code on your screen. Open any UPI-enabled payment app (such as Google Pay, PhonePe, Paytm, or BHIM) on your smartphone, scan the QR code, and complete the payment to finalize your document request.

The screenshot displays a payment interface with a purple header. The URL is <https://deshbhagatuniversity.in/> and the Transaction ID is ca2124b241e5f018. A timer indicates the payment link is valid for 13:31. On the left, under "Select Payment Method", there are five options: Credit Card (1 Offer Available), Debit Card, UPI (2 Offer Available), NetBanking, and Wallets (3 Offer Available). The EMI option is also visible. On the right, under "Offers", there is a 5% cashback offer. Below that, the "Pay with UPI QR Code" section features a QR code with a "Show QR" button and instructions to scan it with any UPI app. A note specifies the daily UPI transaction limit. At the bottom, there is a "Coupons Available" section and a total payment amount of ₹ 2,005.90, including ₹ 5.90 in platform charges.



Click "Show QR"

Tap the Show QR button to reveal the payment QR code on your screen.



Scan & Pay

Scan the QR code and confirm the payment amount to complete your transaction.



Open Your UPI App


Launch Google Pay, PhonePe, Paytm, BHIM, or any UPI-enabled app on your phone.



Request Confirmed

Once payment is successful, your document request is officially submitted and will be processed by the university.



 Congratulations! Your document request has been successfully submitted. Keep your payment receipt and transaction ID for future reference.



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

**NAAC
GRADE A+**
ACCREDITED UNIVERSITY

A PROUD INITIATIVE OF S. LAL SINGH MEMORIAL EDUCATIONAL TRUST

Thank You

www.deshbhagatuniversity.in