

University Document Request — Migration / Transcript / Duplicate / Correction

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Prepares an application to a university or board for the academic documents students struggle to obtain — a migration certificate, official transcripts, a duplicate degree or marksheet after loss, or a name/DOB correction — with the covering request, the required affidavits and the fee and process.

Purpose of this tool & output

Prepare a request to a university or board for a migration certificate, transcript, duplicate degree or name/DOB correction, with the affidavits

How the output is used

Use the covering application, the affidavits and the process notes to obtain the migration certificate, transcript, duplicate degree or name or DOB correction from the university or board, and route the transcript to the evaluator or institution that needs it.

Who receives it

The university or board (its examination or certificate section) that issued the original qualification.

How to submit / file it

Submit the application with the identity and academic proof, the affidavit and FIR for a lost degree, or the gazette for a name change, and the fee; the university issues or corrects the document.

Fees & charges

The university or board fee for the document (higher for a duplicate or an urgent or foreign-dispatch transcript); an affidavit and gazette carry their own charges.

Who should vet it

No professional is generally needed; a lost-degree or correction case may need a notary for the affidavit.

Important cautions

A duplicate degree needs the FIR and affidavit trail, and a name or DOB correction needs the gazette and supporting evidence, or the request is returned; transcript sealing and dispatch rules differ by evaluator. Verify with the university or board.

Companion documents

No related documents are listed on the portal for this tool.

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.