



APPLICATION FORM FOR ISSUE OF UNIVERSITY CERTIFICATE

(Migration/Provisional Certificate/Character Certificate/Consolidated Transcript/ Course Completion Certificate/ Attendance Certificate/ Transfer Certificate/ Bonafide Certificate/ Medium of Instruction)

"ASIAN INTERNATIONAL UNIVERSITY" payable at "MANIPUR"

Mode of Application: Normal ☐ Express ☐

Name of Certificate Required :

Enrollment No. :

Name of the Applicant :

Father's / Husband's Name :

Mother's Name :

Course :

Year of Passing : Session :

Complete Address for correspondence :

City : State : Pin Code :

Contact No. : E-mail :

Reason for Obtaining the Certificate :

Recent passport
size photograph.
The photo may
appear on final
document

DECLARATION

I hereby declare that all the information provided by me is true to best of my knowledge & belief, also all the documents submitted are true copies of the original. I further declare that I am abided by the regulations and eligibility conditions of the University. I understand that I may be required to furnish additional information/ document incase of requirement from the University. I also understand that my candidature or award from the University can be withdrawn at any given point of time even after issuance, if, the information submitted by me is found to be incorrect or counterfeited.

Date:

Signature of the Applicant

Mandatory Enclosures (Certificates Application)

1. Online Transaction Fee Slip / Demand Draft Copy (as proof of payment of prescribed fee).
2. Self-attested photocopies of Class 10th and onwards educational documents (Mark sheets / Certificates).
3. Self-attested photocopy of Proof of Identity (Aadhaar Card / Passport / Voter ID / Driving License).
4. University ID Card / Enrollment Number Proof (if issued).
5. Copy of Previous Migration / Transfer Certificate (if applicable, for Migration requests).
6. Recent Passport-size Photograph (signed on the back by the applicant).
7. Any specific supporting documents required for the certificate being applied (e.g., attendance proof, course completion record, etc.).

Instructions for Applicants (Certificates Issuance)

1. The application form must be filled by the candidate in English CAPITAL Letters only.
2. Incomplete, unsigned, or incorrect applications will be rejected without any correspondence.
3. Applicants should apply well in advance, as verification and processing require considerable time.
4. In Normal Mode, the certificate will be dispatched within 8 weeks from the receipt of the complete application.
5. In Express Mode, the certificate will be dispatched within 4 weeks from the receipt of the complete application.
6. The prescribed fee for each certificate can be paid through online transfer or by Demand Draft, drawn in favor of Asian International University, payable at Imphal.
7. For a Migration Certificate, the original migration certificate from the previous Board/University must be attached (if not already submitted).
8. A Provisional Certificate can only be issued only before the date of University Convocation for that academic year.
9. Separate applications must be submitted for each certificate required. One application = One certificate.
10. The applicant must clearly write the postal address in CAPITAL LETTERS, including PIN code and contact number, for dispatch of the certificate.
11. The University shall not be responsible for any postal delays, courier issues, or incorrect addresses provided by the student.
12. Fees once paid are non-refundable and non-transferable under any circumstances.
13. Copies of all relevant supporting documents (e.g., mark sheets, ID card, admit card, etc.) must be attached with the application.
14. Applications without prescribed fees or incomplete documentation will not be processed.
15. Students are advised to retain a photocopy of the application form and payment proof for future reference.
16. Certificates will only be issued if the student has no pending dues with the University (tuition fees, hostel fees, library fines, etc.).
17. Any tampering, alteration, or forgery of University-issued documents is a punishable offense under University rules and legal provisions.
18. Applications received after the last date (if a deadline is announced) will not be considered.
19. For collection in person, students must bring a valid photo ID proof and acknowledgment receipt of the application.
20. The University reserves the right to verify all records and withhold certificates if discrepancies or disciplinary matters are found.
21. The Prescribed fees for University Certificates are as follows –

S.No.	Certificate Name	Normal Mode Fee	Express Mode Fee
1	Migration Certificate	2500	5000
2	Provisional Certificate	3000	6000
3	Character Certificate	2500	4000
4	Bonafide Certificate	3000	4000
5	Consolidated Transcript	8000	10000
6	Transfer Certificate	3000	6000
7	Course Completion Certificate	2500	3500
8	Attendance Certificate	5000	7000
9	Medium of Instruction Certificate	4000	5000