



Mid-Western University Examinations Management Office

Surkhet, Nepal

S.N. :.....

Application for Academic Documents

Date:.....

Sir/Madam

I hereby apply with all required credentials and under mentioned fee for following documents as per the University Regulation. (Please assign a tick mark (✓) in appropriate row of the check in column)

S.N.	Document	Check in Column	Document Fee (Rs)	Office Use Only				
				Account	Approval			
1.	Academic Transcript	Bachelor's	500.00	C.R.No.	Official Seal			
		Master's	650.00					
2.	Provisional Certificate	Bachelor's	300.00			Official Seal		
		Master's	500.00					
3.	Grade Sheet (Duplicate)		200.00	Signature :			Official Seal	
4.	Registration Card (Duplicate)		125.00					
5.								
6.								
7.								Official Seal
Total				Date:				

STUDENTS DETAILS

1.	Name of Student : In English (Capital Letter) (देबनागरिकमा)	
2.	Father's Name	
3.	Mother's Name	
4.	Name of Institution	
5.	Address of Institution	
6.	MU Registration Number	Exam Roll No.:
7.	Date of Birth	BS..... /..... /.....(AD..... /...../.....) Faculty:
8.	Year of Enrollment	Program:
9.	Year of Completion	

Instruction to the Application:

- To apply for academic transcript, application must submit an additional detailed form approved by the head of concerned institution along with copy of all Statement of Grade Sheets and copy of MU Registration card.
- All the required information must be filled up clearly. The applicant shall be responsible for any delay in procuring documents due to incomplete information.
- Applicant must submit a Bank voucher of required amount deposit in MU Examinations Managements Office's
- Normally document will be delivered after 15 days of the applicant's registration at the Examinations Managements Office.
- Applicant must be present with the fee paid memo and identity card or citizenship card for receiving the document.
- Duplicate of the document will be provided after receiving the required fee (as original) and missing proofs (notice in national daily news paper) of the previous document.
- Once the transcript is issued, the applicant must submit a copy of the transcript to apply for any other documents. For the degree certificate applicant must submit 2 (two) copies of MRP size photographs.
- Provisional certificate will be issued only if the degree certificate is not issued. After convocation no provisional certificate will be issued to the respective students.
- To Apply for official copy the applicant should submit photocopy of the respective documents along with original copy and the required fee.
- Application form will be available at Examinations Management Office, Surkhet, Nepal. Phone No. 977-083-523792/ 521759

Signature:
Name of Student:
E-mail:
Contact No. :
Date: