**Annexure-III**

To

 The Registrar,

 Dr YSP, UHF, Nauni,

 Solan (HP).

Date: \_\_\_\_\_\_\_\_

Subject: **Application for In-Absentia Degree Certificate and Authorization for Collection by Representative**

Respected Sir/Madam,

 I, \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Student), son/daughter of \_\_\_\_\_\_\_ (Father's Name), completed my B. Sc./M.Sc./M. Tech/ MBA/ Ph.D. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_(Name of Degree/Programme/Discipline of which the degree is required) with Enrolment No./Admission No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (College/Department), request the issuance of my Degree Certificate/ Merit Certificate in absentia. I have completed the necessary payment of ₹1500/- towards the fee for the degree certificate, and the UTR transaction number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(generated after payment via the QR code provided). (**Copy Attached**)

 **(Tick the appropriate box)**

☐ I will collect the Degree Certificate and Merit Certificate personally

☐ I hereby authorize \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Representative) with mobile number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to collect my Degree Certificate / Merit Certificate on my behalf, as I am unable to visit the university in person. I understand that this letter, along with the authorized representative's ID, will be necessary for the collection of the documents.

 Kindly consider my request and allow the authorized person to collect the certificates on my behalf.

 Thanking you,

 Yours sincerely,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of Student)

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Admission No/Enrolment No.: \_\_\_\_\_\_\_

 Degree Programme:\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Contact No.: \_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **For Office Use Only**

Degree Certificate No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Merit Certificate No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Collection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving by the Authorized person (Name/Date/Roll no/Mobile Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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