



Lr.No.917/MBBS/BDS (G.S.)/2016

Dt: 08.11.2016

To
The Principals of all affiliated Medical / Dental Colleges.

Sir / Madam,

Sub: Dr. NTR UHS – Exams – Issue of various certificates - Application Forms and Guidelines – Reg.

Ref: 1) This Office Lr.No.Exams/E1C/585/2001, dt:02.07.2015.

2) This Office Lr. No.112/E3/BDS/2013, Dt:15.03.2016.

3) Orders of the Vice – Chancellor, Dt: 02.09.2016 & 25.10.2016.

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I am herewith enclosing the application forms for various certificates and by direction, I request you to see that the students use appropriate application form to get the required certificate.

Apart from the above, the documents required to get the Original Degree and Official Transcript are herewith reiterated again and I request you to inform the students to enclose the said (clear & visible) attested copies in the given order only along with required fee, to facilitate this office to process the applications without any hurdles.

Enclosures:

- a) Intermediate pass certificate cum Memorandum of Marks (**Short version showing only Memorandum of Marks is not acceptable**). The name in OD certificate appears as that of intermediate or its equivalent certificate. Hence, the candidates are advised to check their names in +2 qualifying certificate before applying for Original Degree certificate.
- b) Copy of proceedings issued by Dr.NTR UHS in case of change in Name/Surname. In such cases, students should submit other certificates like Internship, MCI Registration and BLS with changed name only.
- c) Copies of Marks Memos of all years (In the order of 1st to Final years including AB/NR/Failed Memos).
- d) Provisional Certificate.
- e) Internship Certificate (If there is any break, dates of break period should be specified) proforma enclosed.
- f) If transferred from one college to another college for Internship, permission letters shall be enclosed.
- g) AHA certified BLS Certificate obtained from the recognized ITC centres only (for MBBS course only).
- h) MCI / DCI Registration Certificate.
- i) Latest photo **duly wearing apron and showing name plate**. The name plate should not overlap the photo and there **should not be any signatures / overwritings on photo** as it appears on Original Degree. In such cases photo will be cut down and complete photo will not appear on Original Degree (applications of the defaulters will be rejected).

Note: There should be Separate D.Ds, letters and enclosures for Original Degrees / Official Transcripts / Migrations etc. And there should not be other enclosures which are not asked for (it is observed that some applications carry unrequired copies like caste certificate. T.C., S.S.C, Study Certificate, No Dues Certificate, schooling Certificates etc.,)

Further, as per the procedure the Original Degree Certificates are being sent to the colleges concerned. And it is well known by the Principals and students. But, unfortunately some colleges are entertaining their students to get the certificates from the University personally. It is causing inconvenience as the students coming from different stations are demanding to issue the Original Degree Certificates on Principal's endorsement without proper reasons. Hence you are requested not to forward the individual applications to issue the certificates in person, unless proper evidence like flight tickets, appointment orders, are submitted. Genuine cases may be recommended through prescribed letter format enclosed to this letter. The other requests without proper reason and evidence will not be considered.

You are further requested to instruct the candidates who are due to apply for Original Degree Certificates that they must submit applications carrying latest photo with apron only along with other enclosures detailed in 2nd para of the letter.

I request all the Principals to follow the above instructions and also the earlier guidelines issued vide reference 1st and 2nd cited strictly and co-operate with this University. Also arrange to give wide publicity among the students.

Encl:

1. Application for Duplicate Marks Memo
2. Common application form for MC, PC etc.,
3. BDS Official Transcript (150 M)
4. BDS Official Transcript (200 M)
5. MBBS Official Transcript
6. Application for recognition of Change in Name / Surname.
7. Application for issue of Name Equivalent Certificate.
8. Format of Letter for issue of Original Degree Certificates to the candidates.
9. Proforma of Internship Certificate.

SD/- REGISTRAR

// ATTESTED //

CONTROLLER OF EXAMINATIONS

- Copy to the Controller of Examinations, Dr. NTR UHS, Vja
Copy to the Assistant Registrar (Exams) (MBBS / BDS) General Section
Copy to E1C Dealing Superintendent (Exams / MBBS) Dr. NTR UHS, Vja
Copy to E3 Dealing Superintendent (Exams / BDS) Dr. NTR UHS, Vja
Copy to the P.R.O, Dr. NTR UHS, Vja
Copy to the Web Master / Systems Administrator

- With a request to place the same on Website by replacing the earlier applications.

Copy to the P.S. to V.C. / P.A. to Registrar, Dr. NTR UHS, Vja