



**THE UNIVERSITY OF BURDWAN**  
**NORMS FOR THE ISSUANCE OF AUTHENTICATION**  
**(Approved by the Hon'ble Vice-Chancellor, Dated 12.12.13)**

1. An application on a plain paper to be made addressing to the Controller of Examinations, Burdwan University duly forwarded by the Head of the Institution/Head of the respective Departments of PG students/Principal of Colleges for Under-graduate Students.

2. Requisite fee @ 500.00 INR (Five hundred only) per set of authentication may be submitted either by Bank Draft drawn in favour of the Finance Officer, Burdwan University payable at State Bank of India, Burdwan University Branch or in the cash counter of this university against proper challan applicable for the issuance of the authentication.

3. Fee for sending authenticated documents (EMS Tariff for International Speed Post)

**Domestic & Overseas**

**May be had from annexure 1 & 2.**

4. Photocopy of the Registration Certificate of this University, mark-sheet, credit-card (for Engineering Faculty only) both sides, certificate in the reduced form (i.e.A4 size) duly attested are to be submitted to the office of the Controller of Examinations.

5. Photocopy of the mark-sheet, credit-card, certificate (A4 Size only) without attestation are to be submitted in as many sets as the number of authentications required (in case of Engineering Faculty all the relevant papers of all the semesters (1 to 8 semester).

6. Photocopy of the norms, if any of the overseas Institution in connection with the issuance of transcripts where the concerned candidate seeks admission, to be submitted along with the application.

7. Two copies of computer typed addresses of the Institution to which the authenticated documents are to be sent are required (Length =3 ½ inches, Breadth=2½ inches should not exceed).

If the address of the institution concerned is not provided then a declaration by the candidate concerned is to be made in writing.

8. In case of hand delivery of the authenticated documents to the authorized person appropriate letter of authorization should be submitted.

9. No certificate comprising expertise of the relevant examination/s will be annexed along with the documents duly authenticated.

10. Contact Phone No.-(91)-342-2634975

11. Extension Record section-253

12. Controllers of Examinations-----240

13. WEBSITE-----www.buruniv.ac.in

**E.MAIL-----ce@buruniv.ac.in**

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