

**Detail Information Regarding Apply Original Documents at IKG PTU
Student Facilitation Center**

Migration Certificate				
Required Document	Document Fee	Postal Charges		Document Delivered
		Speed Post	Courier Charges	
1. NOC From Concerned College / Institute 2. Photocopy of 10 th Certificate for verification of Name 3. ID Proof of the Concerned Student	Rs.500/-	Rs.100/- for Punjab Rs.200/- Within India (outside Punjab)	Rs.1500/- (Out of India Abroad only)	03 working days from the receipt of online request
Original Degree				
Required Document	Document Fee	Postal Charges		Document Delivered
		Speed Post	Courier Charges	
1. NOC From Concerned College / Institute 2. Photocopy of 10 th Certificate for verification of Name 3. Photocopy of 12 th Certificate 4. ID Proof of the Concerned Student	Not Applicable	Rs.100/- for Punjab Rs.200/- Within India (outside Punjab)	Rs.1500/- (Out of India Abroad only)	07 working days from the receipt of online request

Original DMC's

Required Document	Document Fee	Postal Charges		Document Delivered
		Speed Post	Courier Charges	
1. NOC From Concerned College / Institute 2. ID Proof of the Concerned Student	Not Applicable	Rs.100/- for Punjab Rs.200/- Within India (outside Punjab)	Rs.1500/- (Out of India Abroad only)	07 working days from the receipt of online request

Provisional Degree Certificate

Required Document	Document Fee	Postal Charges		Document Delivered
		Speed Post	Courier Charges	
1. NOC From Concerned College / Institute 2. Photocopy of 10 th Certificate for verification of Name 3. ID Proof of the Concerned Student	Rs.500/- for Attestation per document	Rs.100/- for Punjab Rs.200/- Within India (outside Punjab)	Rs.1500/- (Out of India Abroad only)	07 working days from the receipt of online request

Backlog Certificate

Required Document	Document Fee	Postal Charges		Document Delivered
		Speed Post	Courier Charges	
1. NOC From Concerned College / Institute 2. ID Proof of the Concerned Student	Rs.200/-	Rs.100/- for Punjab Rs.200/- Within India (outside Punjab)	Rs.1500/- (Out of India Abroad only)	07 working days from the receipt of online request

Bonafied Certificate

Required Document	Document Fee	Postal Charges		Document Delivered
		Speed Post	Courier Charges	
1. NOC From Concerned College / Institute 2. Copy of Original Degree Certificate 3. ID Proof of the Concerned Student	Rs.200/-	Rs.100/- for Punjab Rs.200/- Within India (outside Punjab)	Rs.1500/- (Out of India Abroad only)	07 working days from the receipt of online request

Correction of Degree (Applying only for Distance Education upto 2013 Batch)

Required Document	Document Fee	Postal Charges		Document Delivered
		Speed Post	Courier Charges	
1. NOC From Concerned College / Institute 2. Photocopy of 10 th Certificate 3. ID Proof of the Concerned Student	Rs.500/-	Rs.100/- for Punjab Rs.200/- Within India (outside Punjab)	Rs.1500/- (Out of India Abroad only)	07 working days from the receipt of online request

Correction of DMC's (Applying only for Distance Education upto 2013 Batch)

Required Document	Document Fee	Postal Charges		Document Delivered
		Speed Post	Courier Charges	
4. NOC From Concerned College / Institute 5. Photocopy of 10 th Certificate 6. ID Proof of the Concerned Student	Rs.200/- for per Dmc's	Rs.100/- for Punjab Rs.200/- Within India (outside Punjab)	Rs.1500/- (Out of India Abroad only)	07 working days from the receipt of online request

Result under 40% Scheme (Applying only for Distance Education upto 2013 Batch)

Required Document	Document Fee	Postal Charges		Document Delivered
		Speed Post	Courier Charges	
1. Photocopy of Result Notifications 2. ID Proof of the Concerned Student	Rs.5000/-	Rs.100/- for Punjab Rs.200/- Within India (outside Punjab)	Rs.1500/- (Out of India Abroad only)	07 working days from the receipt of online request

Note: If your relevant documents and Fee is Pending, In that case your query status will be shown incomplete and not visible in university user login account.