

Declaration by the Institution/Company (In Case Applicant is Institution/Company)

I hereby declare that we have verified the photocopies of the attached Grade cards, Degree Certificate and Photo Identity proof with the original. In case the Grade Card / Degree Certificate will not be verified with the University record and University finds it necessary to take legal action against the Candidate we elicit our full cooperation.

Place : _____

Date :

D	D	M	M	Y	Y	Y	Y
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Authorised Signature

INSTRUCTIONS

- Application should be made by the Applicant in the prescribed format and should be submitted personally or by post to;
To,
THE REGISTRAR,
Apex Professional University,
Pasighat, Dist. East Siang, Arunachal Pradesh - 791102
Or
- The Applicant may also send the scan copy of duly filled application form along with supporting Documents and prescribed Fees with postage charges by email on **coe@apexuniversity.edu.in**
 - Visible photocopies of Documents are to be attached in adequate numbers so that one set can be kept for office record
 - The application form in BLOCK LETTER and English script only.
- The particulars of the Student given in the Form should correspond with those appearing in the Certificates issued to him / her from time to time. The Application Form must be signed by the Applicant.
- The prescribed Fee for the required Certificate can be remitted by the Bank Challan or Demand Draft drawn in favour of the "**Apex Professional University**" Payable at "**Pasighat**".
- Prescribed Fees details are mentioned in the prospectus under heading of "**OTHER FEES**" or which can be obtained from the University Website.
- Fee** once paid cannot be refunded or held in reserve for adjustment in any other Form.
- The photocopy of documents should be enclosed for which verification to be applied along with duly filled **Application Form**.
- Additional Postal Charges is as follow, if requested through physical mail
 - Within Arunachal Pradesh : **Rs. 150/-**
 - Within India : **Rs. 300/-**
 - Abroad : **2000/- or as Actual on weight whichever is higher.**
- Applicant needs to pay prescribed Fees on the basis of each Grade Card or Certificates.
- For verification of photocopies of Degree Certificate, all Semester Grade Card needs to be attached.
- Demand Letter needs to be attached in case the verified documents are to be sent to the demanding Institution in Sealed envelope. **On demand of candidate, such sealed envelope will be given to the candidate.**
- Incomplete Application Forms (incomplete information / without required Documents / without prescribed Fees) are liable to be cancelled and in cases of incomplete Applications no correspondences will be done from University.

FOR OFFICE USE ONLY

1 DOCUMENT CHECKED BY (Signature with Name)	2 PAYMENT VERIFIED BY (Signature with Name)
3 Document / Certificate Number Verified with Office Record	4 APPROVED BY (Signature with Name)
5 Details of Dispatch by SPEED POST	Received in PERSON BY
Date:	
Consignment No.:	
Dispatched By:	(Name and Signature)