



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES
DD-36, Sector-1, Salt Lake, Kolkata 700 064
Website: www.wbuhs.ac.in. EPBX-2321-3461/2334-6602

GUIDLINES FOR THE STUDENTS

DOCUMENTS REQUIRED FOR LOSS OF DEGREE CERTIFICATE:

1. Application of Student forwarded by the concerned Principal/ Director of the College
2. General Diary (GD) made nearest Police station.
3. **Notary from 1st Class Magistrate.**
4. Xerox copy lost Degree certificate (if available).
5. Any Photo identity Proof of the student.
6. Application for senior/ex students or service Doctors will be allowed by University officials.

FEES FOR THE DUPLICATE DEGREE CERTIFICATE:

1. For duplicate Degree Certificate Rs. 3000/- is required.

DOCUMENTS REQUIRED FOR LOSS OF MARK SHEET:

1. Application of Student forwarded by the concerned Principal/ Director of the College.
2. General Diary (GD) made nearest Police station.
3. Xerox copy lost Mark Sheet (if available).
4. Copy of University Registration certificate of the student.
5. Application for senior/ex students or service Doctors will be allowed by University officials.

FEES FOR THE DUPLICATE MARK-SHEET:

1. For Mark -Sheet, Rs 2000/- is required for each year.

DOCUMENTS REQUIRED FOR REVIEW AND VERIFICATION (MARK SHEET OR DEGREE CERTIFICATE) OF EACH PROFESSIONAL EXAM.

1. Application of Student forwarded by the concerned Principal/ Director of the College.
2. Copy of Mark-sheet / copy of Degree certificate.
3. Copy of University Registration certificate of the student.
4. Application for senior/ex students or service Doctors will be allowed by University officials.

FEES FOR REVIEW AND VERIFICATION (MARK SHEET OR DEGREE CERTIFICATE)

1. Rs 1000/- is required on each professional exam, (i.e one Mark Sheet @ Rs. 1000/-, one Degree certificate @ Rs 1000/- etc).

DOCUMENTS REQUIRED FOR TRANSCRIPT COPY:

1. Application copy should be downloaded from the University Web-site and forwarded by the concerned Principal/ Director of the College.
2. Copy of all Mark Sheets.
3. Copy of University Registration certificate of the student.

FEES FOR TRANSCRIPTION COPY:

1. Rs 2000/- is required for each Transcript copy.

NB: - If student is unavailable to receipt the above mentioned documents, he had to provide Authorisation letter in the name of the concern person along with Photo-Identity.