Ref No: CUAP/Exam/Notification/2024-25/02   **Date:** 25/08/2025

<u>Notification</u>

It is hereby informed that the students of Postgraduate Programmes **(2023 Batch)**, who have successfully completed the course (MOOCs, Add-on Courses and Dissertation/ Viva-voce) can apply for obtaining the following certificates:

1. Consolidated Grade Transcript
2. Provisional Degree Certificate
3. Transfer-cum-Migration Certificate
4. Study Certificate

In order to obtain the above certificates, students must submit the following:

1. Request Letter (duly signed by the student)
2. No objection Certificate
3. All Semester Grade Sheets downloaded from the Samarth portal: **Click here to login**
4. University Identity Card: students are required to return their University Identity Card.
   - The ID card must be submitted either in person or sent by post.
   - In case of loss, a prescribed fee shall be paid.
5. Payment Receipt for the prescribed fees (details given below)
6. Postal Charges proof (if certificates are to be sent by Speed Post)
7. Receipt of the Payment (Paid from the following portal URL : **https://cuap.samarth.edu.in/feeportal/index.php/fee/fee-payment-miscellaneous/register-student**)

Fee Details:

Sl. No	Particulars	Amount (Rs.)
1	a) Consolidated Grade Transcript Rs. 500/- b) Provisional Degree Certificate Rs. 300/- c) Transfer cum Migration Certificate Rs. 300/- d) Study Certificate Rs. 300/-	1400/-
2	Loss of ID Card (in case the original is lost)	300/-
3	Postal Charges (if certificates are to be sent by Speed Post)	200/-

Mode of Submission:

The duly filled Request Letter, along with all the above enclosures and the payment receipt, shall be sent through email to: **examsection.cuap@gmail.com**

Note: Students are instructed to ensure that all the required enclosures are attached before sending the email. Incomplete applications will not be processed.

Controller of Examinations
Controller of Examinations
Central University of Andhra Pradesh
Ananthapuramu.