

St. Xavier's College (Autonomous) Ranchi

Examination Department

Requirement and Procedure for Obtaining Original Degree Certificate

1. Inquiry at Window No. 4 of the Department of Examinations at office hours
2. Challan of Rs. 100 for the students before 2018-21 batch.
3. Original Marks Sheet and Challan to be presented while collecting the certificate. (Student himself/herself will be issued; in case student is not able to be present either father or mother of the student with proof of original certificates may be issued. If the student wishes the degree certificate to be sent by post, one is required to pay amount of Rs. 100 through challan and give address to be sent). Under no circumstances the original degree certificate can be issued to other relatives or friends.
4. For the students after 2019-22 batch, the challan of either 6th or 8th semester is to be presented.

Requirement and Procedure for Obtaining Migration Certificate

1. Download an application form from the website of the Ranchi University and to be duly filled.
2. Submit the duly filled form at Window no. 1 of the Department of Examinations at St. Xavier's College along with photo copy of the marks sheet, CLC/TC
3. The student may receive the same application after the signature and seal of the Controller of Examinations.
4. The student needs to go the Migration office of the University along with the forwarded application and the Migration certificate will be issued by the University following the procedure there.

Requirement and Procedure for obtaining Marks sheet and Provisional Certificate

1. Inquiry at window no. 1 at St. Xavier's College, Department of examinations
2. ID Card of the College along with application is to be presented.

Requirement and procedure for obtaining CLC/TC and Character Certificate

1. Inquiry at T.C. office
2. Clearance slip to be completed duly signed by concerned authorities.
3. Original ID card of the college and photocopy of the Marks Sheet to be presented to obtain application form for the same.
4. Fill the application form with correct details and submit the same to the office along with clearance slip.