

ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ  
Department of Higher Education  
ಸ್ವಡಿ ಸರ್ಟಿಫಿಕೇಟ್ ನೀಡಲು ಅರ್ಜಿ  
Application for issue of Study Certificate

Step 1: Go to [sevasindhu.karnataka.gov.in](https://sevasindhu.karnataka.gov.in) website and click on **Departments & Services**

The screenshot shows the homepage of the Seva Sindhu portal. The navigation bar includes 'HOME', 'ABOUT SEVA SINDHU', 'DEPARTMENTS & SERVICES' (circled in red), 'SERVICE CENTERS', 'GRAMA ONE', 'FAQ', 'DEPARTMENT CONTACT DETAILS', and 'CONTACT US'. Below the navigation bar, there are five images representing different departments: Revenue, Health, Women and Child, Department of Labour, and Police. At the bottom, there are six buttons: 'REGISTERED USERS LOGIN HERE', 'RAISE YOUR COMPLAINT', 'TRACK YOUR APPLICATION STATUS', 'NEW USERS REGISTER HERE', 'CATEGORY WISE SERVICES', and 'COVID RELATED SERVICES'.

Step 2: Click on **Department of Higher Education** and select **Application for issue of Study Certificate**. Alternatively, you can search for **Application for issue of Study Certificate** in the **search option**.

The screenshot shows the 'Department Services' page on the Seva Sindhu portal. The navigation bar includes 'HOME', 'ABOUT SEVA SINDHU', 'DEPARTMENTS & SERVICES', 'SERVICE CENTERS', 'GRAMA ONE', 'FAQ', 'DEPARTMENT CONTACT DETAILS', 'DASHBOARD', and 'CONTACT'. Below the navigation bar, there is a search bar and a list of services. The 'Higher Education Department' is selected, and the 'Application of Issue of Study Certificate' option is circled in red. Other services listed include 'Empowerment of Differently Aabled and Senior Citizen', 'EXCISE DEPARTMENT', 'Food And Civil Supplies Department', 'Forest, Ecology and Environment Department', 'Government Tool Room & Training Centre', 'Gulbarga Electricity Supply Company Limited', 'Health And Family Welfare', 'Housing Department', 'Hubli Electricity Supply Company Limited', 'Information and Public Relations', 'Kalyana Karnataka Road Transport Corporation', 'Kannada & Culture Department', 'Hindu Religious Institutions & Charitable Endowments', and 'Horticulture Department'.

### Step 3 : Click on Apply online

Note: Supported browser versions are Internet Explorer 9+, Mozilla 50+ and Chrome 40+

#### Application of Issue of Study Certificate

ELIGIBILITY OF APPLICANTS

**Eligibility:** Students

**Supporting Document:**

1. Final Degree Marks card (Xerox copy)
2. Forwarding letter from the Department

**Application Fee :** Based on the University selected, the fees will be charged

**Service Charge (Free for Online Submission) :** NA

**Delivery Time (Days) :** 10 Days

**Procedure for applying:**

1. Applicant needs to submit the application
2. Case worker verification in college
3. Superintendent verification
4. Final Verification by Principal

[Apply Online](#)

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### Step 4: Enter the username, password/OTP, captcha and click on Log In button

serviceonline.gov.in/karnataka/directApply.do?serviceld=1456

9611106670

..... GET OTP

153836

153836

[LOG IN](#)

[Forgot Password ?](#)

[Don't have an account? Register HERE](#)

Activate Windows  
Go to Settings to activate Windows.

Search for anything

11:51 AM  
5/17/2021

## Step 5: Enter the University Details and Applicant Details.

sevasindhuservices.karnataka.gov.in/renderApplicationForm.do

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Department of Higher Education  
ಸ್ವಡಿ ಸರ್ಟಿಫಿಕೇಟ್ ನೀಡಲು ಅರ್ಜಿ  
Application for issue of Study Certificate

University Details / ವಿಶ್ವವಿದ್ಯಾಲಯದ ವಿವರಗಳು

Is the Student studying in the university campus / ಯುನಿವರ್ಸಿಟಿ ಕ್ಯಾಂಪಸ್‌ನಲ್ಲಿ ಕಲಿಯುತ್ತಿರುವ ವಿದ್ಯಾರ್ಥಿ \*  Yes / ಹೌದು  No / ಅಲ್ಲ

Select the University / ವಿಶ್ವವಿದ್ಯಾಲಯವನ್ನು ಆಯ್ಕೆಮಾಡಿ \* Davangere University

Applicant details / ಅರ್ಜಿದಾರರ ವಿವರಗಳು

Name of the candidate as registered in the University/ ವಿಶ್ವವಿದ್ಯಾಲಯದಲ್ಲಿ ನೋಂದಾಯಿಸಲಾದ ಅಭ್ಯರ್ಥಿಯ ಹೆಸರು \* Rajesh

Nationality of the Candidate/ಅಭ್ಯರ್ಥಿಯ ರಾಷ್ಟ್ರೀಯತೆ \*  Indian  Others

Father/Mother's Name /ತಂದೆ /ತಾಯಿಯ ಹೆಸರು \* df

Date of Birth / ಜನ್ಮ ದಿನಾಂಕ \* 17/11/1998

Address of the student / ವಿದ್ಯಾರ್ಥಿಯ ವಿಳಾಸ \* krishna temple street  
htrtr

Mobile Number / ಮೊಬೈಲ್ ಸಂಖ್ಯೆ \* 9956253522

## Step 6: Enter the Examination Details and Course Details

sevasindhuservices.karnataka.gov.in/renderApplicationForm.do

Address of the student / ವಿದ್ಯಾರ್ಥಿಯ ವಿಳಾಸ \* krishna temple street  
htrtr

Mobile Number / ಮೊಬೈಲ್ ಸಂಖ್ಯೆ \* 9956253522

E-Mail/ವಿಂಚಂಚೆ govindgowda6@gmail.com

Gender / ಲಿಂಗ \*  Male / ಪುರುಷ  Female / ಸ್ತ್ರೀ  Others/ ಇತರರು

Examination Details/ಪರೀಕ್ಷೆಯ ವಿವರಗಳು

Examination Details/ಪರೀಕ್ಷೆಯ ವಿವರಗಳು

Class Obtained/ಪಡೆಯಲಾದ ಶ್ರೇಣಿ	Registration Number/ನೋಂದಣಿ ಸಂಖ್ಯೆ	Year/ವರ್ಷ	Month/ತಿಂಗಳು
fdsfds	435345345	2012-13	January

Course details / ಕೋರ್ಸ್ ವಿವರಗಳು

Select the Course type \*  Engineering  Non- Engineering

Select the program / ಪ್ರೋಗ್ರಾಂ ಆಯ್ಕೆಮಾಡಿ \* PG

Select the course / ಕೋರ್ಸ್ ಆಯ್ಕೆಮಾಡಿ \* M.B.A.

Select the combination / ಸಂಯೋಜನೆಯನ್ನು ಆಯ್ಕೆಮಾಡಿ \* FINANCE OPERATIONS

**Step 7: Verify the details. If details are correct, select the checkbox ("I Agree"), enter captcha & **Submit****

Select the course / ಕೋರ್ಸ್ ಆಯ್ಕೆಮಾಡಿ \* M.B.A.

Select the combination / ಸಂಯೋಜನೆಯನ್ನು ಆಯ್ಕೆಮಾಡಿ \* FINANCE OPERATIONS

**Declaration**

I Agree \*

I hereby declare that the particulars furnished in this form are true to the best of my knowledge / ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.

**Additional Details**

Apply to the Office \* Department of Higher Education (STATE)

**Word verification**

425798

Please enter the characters shown above

425798

[Draft](#) [Submit](#) [Close](#) [Reset](#)

**Step 8: A fully filled form will be generated for user verification, If you have any corrections click on **Edit** option, Otherwise proceed to **Attach Annexures**.**

Application not yet submitted. To proceed click on the appropriate button available at the bottom of this page

**University Details / ವಿಶ್ವವಿದ್ಯಾಲಯದ ವಿವರಗಳು**

Is the Student studying in the university campus / ಯುನಿವರ್ಸಿಟಿ ಕ್ಯಾಂಪಸ್‌ನಲ್ಲಿ ಕಲಿಯುತ್ತಿರುವ ವಿದ್ಯಾರ್ಥಿ : Yes / ಹೌದು

Select the University / ವಿಶ್ವವಿದ್ಯಾಲಯವನ್ನು ಆಯ್ಕೆಮಾಡಿ : Davangere University

**Applicant details / ಅರ್ಜಿದಾರರ ವಿವರಗಳು**

Name of the candidate as registered in the University/ ವಿಶ್ವವಿದ್ಯಾಲಯದಲ್ಲಿ ನೋಂದಾಯಿಸಲಾದ ಅಭ್ಯರ್ಥಿಯ ಹೆಸರು : Rajesh

Nationality of the Candidate/ಅಭ್ಯರ್ಥಿಯ ರಾಷ್ಟ್ರೀಯತೆ : Indian

Father/Mother's Name /ತಂದೆ /ತಾಯಿಯ ಹೆಸರು : df

Date of Birth / ಜನ್ಮ ದಿನಾಂಕ : 17/11/1998

Address of the student / ವಿದ್ಯಾರ್ಥಿಯ ವಿಳಾಸ : krishna temple street htrr

Mobile Number / ಮೊಬೈಲ್ ಸಂಖ್ಯೆ : 9956253522

E-Mail/ಮಿಂಚಂಚೆ : govindgowda6@gmail.com

Gender / ಲಿಂಗ : Male / ಪುರುಷ

**Examination Details/ಪರೀಕ್ಷೆಯ ವಿವರಗಳು**

**Examination Details/ಪರೀಕ್ಷೆಯ ವಿವರಗಳು**

Class Obtained/ಪಡೆಯಲಾದ ಶ್ರೇಣಿ	Registration Number/ನೋಂದಣಿ ಸಂಖ್ಯೆ	Year/ವರ್ಷ	Month/ತಿಂಗಳು
fdsfds	435345345	2012-13	January

## Step 9 : Click on Attach Annexures

**Course details / ಕೋರ್ಸ್ ವಿವರಗಳು**

Select the Course type : Engineering  
Select the program / ಪ್ರೋಗ್ರಾಂ ಆಯ್ಕೆಮಾಡಿ : PG  
Select the course / ಕೋರ್ಸ್ ಆಯ್ಕೆಮಾಡಿ : M.B.A.  
Select the combination / ಸಂಯೋಜನೆಯನ್ನು ಆಯ್ಕೆಮಾಡಿ : FINANCE OPERATIONS

**Declaration**

I hereby declare that the particulars furnished in this form are true to the best of my knowledge / ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.

I Agree : Yes

**Additional Details**

Apply to the Office : Department of Higher Education (STATE)

Draft Reference No : Draft\_HE0005/2022/00154

02/11/2022 05:22:55 IST http://sevasindhuservices.karnataka.gov.in

[Attach Annexure](#) [Edit](#) [Cancel](#) [Click here to initiate new application](#)

## Step 10: Attach the annexures and click on Save Annexures

**ಸೇವಾ ಸಿಂಧು SEVA SINDHU**

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ನೇವಾ ಸಿಂಧು

Menu

- Manage Profile
- Apply for services
- View all available services
- View Status of Application
- Messages & Alerts

**ATTACH ENCLOSURE(S)**

Enclosure(s):	Type of Enclosure *	Enclosure Document *	File/Reference *	
Final Degree Marks card (Xerox copy) *	Final Degree Marks card (Xerox copy) *	Final Degree Marks card (Xerox copy)	Choose File RD1065220529533.pdf	Scan
		Document Format	Fetch from DigiLocker	
Forwarding letter from the Department *	Forwarding letter from the Department *	Forwarding letter from the Department	Choose File RD1505220012412.pdf	Scan
		Document Format	Fetch from DigiLocker	

[Save Annexure](#) [Cancel](#) [Back](#)



**Step 11 :** Saved annexures will be displayed and click on **eSign and Make Payment** to proceed.

The screenshot shows a web browser window with the URL <https://sevasindhu.karnataka.gov.in/editSaveAnnexure.do>. The page contains the following sections:

- Select the program / ಪ್ರೋಗ್ರಾಂ ಆಯ್ಕೆಮಾಡಿ :** PG
- Select the course / ಕೋರ್ಸ್ ಆಯ್ಕೆಮಾಡಿ :** M.B.A.
- Select the combination / ಸಂಯೋಜನೆಯನ್ನು ಆಯ್ಕೆಮಾಡಿ :** FINANCE OPERATIONS
- Declaration**

I hereby declare that the particulars furnished in this form are true to the best of my knowledge / ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.

I Agree : Yes
- Annexure List**
  - 1) Final Degree Marks card (Xerox copy) [Final Degree Marks card \(Xerox copy\)](#)
  - 2) Forwarding letter from the Department [Forwarding letter from the Department](#)
- Additional Details**

Apply to the Office: Department of Higher Education (STATE)

Draft Reference No : HE0005220000045
- At the bottom, there is a green button labeled **eSign and Make Payment** and a red button labeled **Cancel**. The green button is circled in red.

**Step 12 :** Click on I agree with above user consent and eSign terms and conditions and Select authentication type to continue and Click on **OTP**

The screenshot shows a 'Consent Authentication Form' dialog box overlaid on the previous page. The dialog box contains the following text:

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number along with the authentication details for the purposes of availing "**Application for issue of Study Certificate**" by eSigning Application form and Enclosure(s). I understand that the OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

- 1. Common Name (name as obtained from e-KYC)
- 2. Unique Identifier (hash of Aadhaar number)
- 3. Pseudonym (unique code sent by UIDAI in e-KYC response)
- 4. State or Province (state as obtained from e-KYC)
- 5. Postal Code (postal code as obtained from e-KYC)
- 6. Telephone Number (hash of phone as obtained from e-KYC)

I understand that ServicePlus shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

I agree with above user consent and eSign terms and conditions

Select authentication type to continue

At the bottom, there is a green button labeled **OTP** and a red button labeled **Download Document**. The green button is circled in red.

### Step 13: Enter Aadhaar Number and click on Send OTP

The screenshot shows the NSDL Electronic Signature Service interface. At the top, there is a table with the following details:

ASP Name	Centre for e-Governance, Government of Karnataka
Transaction ID	7d8ea93d-d491-4313-88cd-1bdc368990d5
Date & Time	2022-09-20T16:58:04

Below the table, there is a checkbox labeled "I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -" which is checked. This is followed by three numbered instructions regarding the use of Aadhaar/Virtual ID, authentication methods, and data security. At the bottom of the form, there is a text input field for "VID/Aadhaar:" containing the number "472245377750". To the right of this field are two buttons: "Send OTP" (highlighted with a red circle) and "Cancel".

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### Step 14 : Enter OTP and click on Verify OTP

The screenshot shows the NSDL Electronic Signature Service interface after the OTP has been sent. The table at the top is identical to the previous step. The checkbox "I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -" is now unchecked. The instructions remain the same. The "Enter OTP" field now contains six asterisks "\*\*\*\*\*". To the right of this field are two buttons: "Verify OTP" (highlighted with a red circle) and "Cancel".

Below the form, there is a green success message: "Success! otp sent on registered mobile/email id." At the bottom, there is a link to "Click Here to generate Virtual ID" and "Download Instructions to generate Virtual ID in lieu of Aadhaar."

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## Step 15 : Select the Mode of Payment and Click on Make Payment

The screenshot shows the Seva Sindhu portal interface. The header includes the Karnataka state emblem, the text 'ಸೇವಾ ಸಿಂಧು SEVA SINDHU', and the logo 'ಸೇವಾ ಸಿಂಧು'. The user is logged in as 'Nagesh N M'. The main content area displays 'Payment Details / Application For Issue Of Study Certificate'. It shows the 'Mode Of Payment' as 'Bill Desk Payment' (selected) and 'Paytm'. The 'Application Fee' is 385.0, and the 'Total Amount to be paid (in Rs.)' is 385.0. At the bottom right, there are three buttons: 'Make Payment' (highlighted with a red circle), 'Reset', and 'Cancel'. The footer contains logos for 'MINISTRY OF PANCHAYATI RAJ', 'Digital India', 'data.gov.in', '.gov.in', 'Deity', and 'PMINDIA'.

## Step 16 : Enter the Payment Details and Click on Make Payment

The screenshot shows the BillDesk payment gateway interface. The left sidebar has options for 'Credit Card', 'Debit Card', 'Other Debit Cards', and 'Internet Banking'. The main area is titled 'Pay by Credit Card' and features logos for VISA, MasterCard, AMERICAN EXPRESS, Diners Club, and RuPay. The 'Merchant Name' is 'Directorate of Electronic Delivery of Citizen Services' and the 'Payment Amount' is ₹ 385.00. The form fields are: 'Card Number' (5345-5453-4534-5345), 'Expiration Date' (03 (Mar) 2024), 'CVV/CVC' (\*\*\*), and 'Card Holder Name' (Rajesh). A yellow 'Make Payment' button is highlighted with a red circle, and a 'Cancel' button is located below it. The BillDesk logo is in the bottom right corner.



**Step 17:** After **Payment** is successful , **Acknowledgement** will be generated. **Acknowledgement** consists of applicant details, application details.

