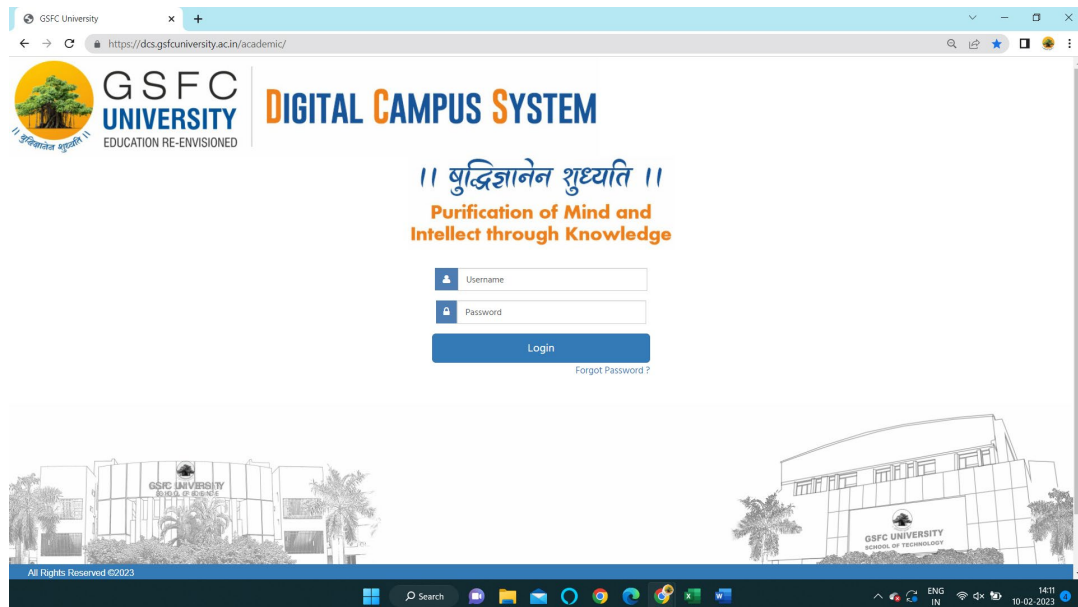


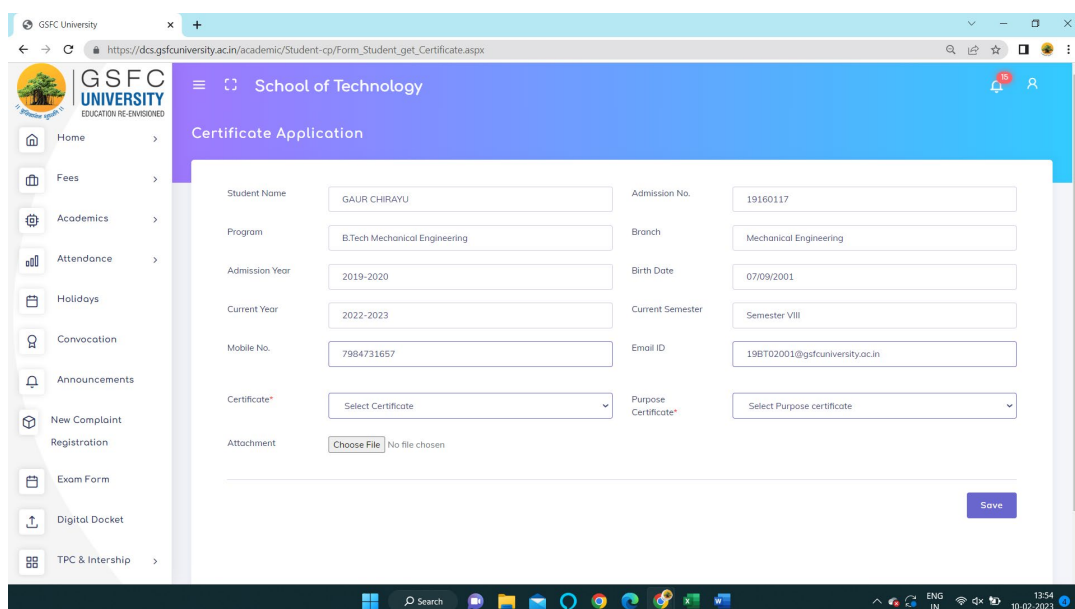


Steps to Follow for Applying Different Types of Certificates

1. Access the webpage <https://dcs.gsfcuniversity.ac.in/academic/index.aspx>



2. Navigate to the Certificate Menu located on the left-hand side.





3. Within the Certificate Application Window, choose the desired certificate from the dropdown menu.

Sr. No.	Student Name	Certificate	Purpose Certificate	Certificate Date	Status	Attachments	Remark	Action
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4. **Objective:** Choose the appropriate selection from the provided menu that aligns with your specific needs.
5. **Attachments:** Upload scanned copies of all issued mark sheets in PDF format and save the changes.
6. **Payment:** Complete the required fee payment through the online portal.
(If the payment option is not visible in the certificate menu, please refer to the Fee Menu and proceed accordingly.)
7. Once the fee payment is successfully processed, your application will be submitted. You will receive updates regarding the status in the Certificate menu. Moreover, you will be notified through your university email once the document is prepared.
8. If you encounter any difficulties with your DCS Login, please reach out to the IT Division or send an email to it@gsfcuniversity.ac.in for assistance.
9. For Duplicate Grade Cards/Degree Certificates, a physical copy of the application is necessary. However, for all other applications, there is no requirement to submit a hard copy.