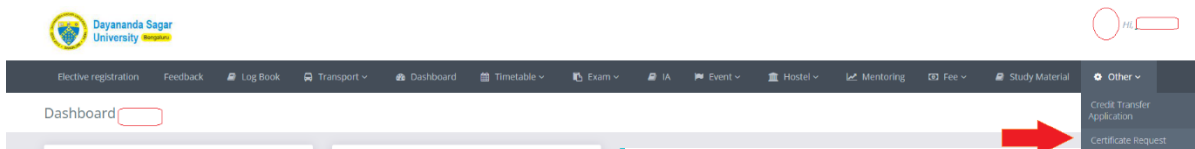


Student Manual – How to Apply for a PDC (Provisional Degree Certificate)

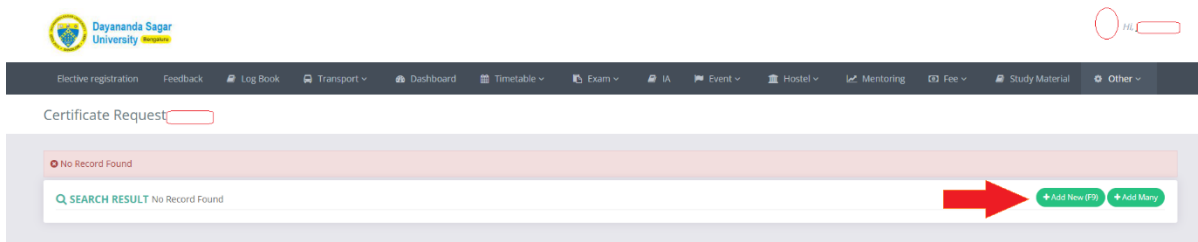
Step 1: Login to the Student Portal. (<https://ums.mydsi.org/>)

1. Login to your student account.
2. From the top menu bar, click **Other**.
3. Select **Certificate Request**.



Step 2: Open Certificate Request

1. On the **Certificate Request** page, click **Add New (F9)**.
2. The **Add Certificate Request** form will open.



Step 3: Fill the Certificate Request Form

1. Certificate Type *

Select: **DSU – PDC (Charge Per Certificate: ₹500)**

2. Reason to Apply for Certificate (Optional)

3. Purpose *

Select: **For PDC** from the dropdown list.

4. No. of Copies *

Select the number of copies required.

5. Delivery Mode *

Select: **To be Collected Physically**.

6. Proof Document *

Upload the required supporting document.

Note: Kindly attach your **10th Marksheet**.

Allowed File Types: Any document file

Maximum File Size: 5 MB

7. Description (Optional)

Enter any additional information if required.

The screenshot shows the 'ADD CERTIFICATE REQUEST' form on the Dayananda Sagar University website. The form is titled 'ADD CERTIFICATE REQUEST' and includes the following fields and options:

- Certificate Type:** DSU - PDC (Charge Per Certificate: 500)
- Reason To Apply For Certificate:** Enter Reason To Apply For Certificate
- Purpose:** For PDC
- No. of Copies:** 1
- Delivery Mode:** To be Collected Physically
- Proof Document:** Select file
- Description:** Enter Description
- Total Amount:** ₹500.00

Red arrows point to the Certificate Type, Purpose, Delivery Mode, and Proof Document fields. An orange arrow points to the 'Save' button.

Step 4: Verify the Amount

After entering the details:

- The system will display the **Total Amount**.
- PDC Fee: **₹500 per certificate**

Step 5: Submit the Request

You will see two options:

Click **Save** to submit the certificate request.

Click **Save & Pay** to:

1. Submit the request.
2. Proceed directly to the payment gateway.
3. Complete the payment online.

Important: The certificate request will be processed only after successful payment.

Important Notes

- PDC is a **paid certificate**.
 - Certificate Fee: **₹500 per certificate**.
 - Upload the **10th Marksheet** as proof document.
 - Ensure all mandatory fields marked with **(*)** are completed.
 - Verify all details before submitting the request.
 - Keep the payment receipt/reference for future tracking.
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