

**SRM UNIVERSITY**

(Established u/s 3 of UGC Act 1956)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Application No:

Date:

APPLICATION FORM FOR DUPLICATE CERTIFICATES

1.	Name of the Candidate				
2.	Register Number				
3.	Degree & Branch				
4.	Period of Study				
5.	Permanent / Communication address				
		Mobile No(s).			
		E-mail ID			
6.	Details of Duplicate Grade sheet(s) / Mark sheet(s)				
	Semester / Year	Appeared Examination Month & Year	(Tick Required Colum)		No of Sheets in the Semester / Year (A + B)
			(A) Regular Semester	(B) Arrear Semester	
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
	After course completed				
Total No of Grade sheet(s) / Mark sheet(s)					

7.	Other Duplicate Certificates (Tick required)	a) Consolidated Grade / Mark sheet <input type="checkbox"/> b) Provisional Certificate <input type="checkbox"/> c) Degree Certificate <input type="checkbox"/> d) Migration Certificate <input type="checkbox"/>
8.	Mode of receipt of Certificate(s)	In Person : <input type="checkbox"/> By Post : <input type="checkbox"/>
9.	If Mode of receipt is By Post, Provide the complete Mailing address to send the certificates (Write in upper case Letters)	<div></div> <div>Mobile No(s)</div> <div></div> <div>Email</div> <div></div>
10.	Fees Paid Details:	DD No. & Date : Name of the Bank with Address : Amount : ₹

Signature of HOD

Signature of Candidate

Signature of Director / Dean
with Seal

Signature of COE

FOR OFFICE USE ONLY

<p><u>Details of Dispatch BY POST</u></p> <p>Date :</p> <p>Consignment No:</p> <p>Dispatched by :</p>	<p><u>Received all Certificate(s) as mentioned above (IN PERSON)</u></p> <p>_____</p> <p>(Name and Signature with Date)</p>
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Note: Students who opted for collecting their duplicate certificates in person, they should collect the duplicate certificates from the COE's office within **SEVEN WORKING DAYS** without fail.

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE DEGREE CERTIFICATE

Affidavit of Thiru / Selvi _____

01. I _____,
Son / daughter of _____ aged _____ Years, an old student / student of
_____ (Faculty of / College), SRM University with register number
_____ and residing at _____
do hereby solemnly and sincerely state as follows:
02. My _____ certificate issued relating to the examinations held during _____ issued
by the SRM University, SRM Nagar, Kattankulathur – 603 203 has irrevocably been lost / destroyed.
03. I file this affidavit for the purpose of receiving duplicate certificate.
04. The duplicate certificate shall be returned to the University once my original certificates / are recovered by
chance.
05. The facts stated are true and correct to the best of my knowledge and if found false by the university, I shall
abide by the decision of the University.
06. Solemnly affirmed.
At (place) _____
This (date) _____
Month and year _____
and his/her signature affixed in my presence.

Place:

Date :

SIGNATURE OF THE APPLICANT.

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be made only by the candidate in the prescribed format and should be submit to the Office of the controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
3. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
4. Fees for issuing Duplicate Certificates:

Certificates	Engineering & Technology	Science & Humanities	Medical & Health Sciences
Grade / Mark sheet (Per sheet)	₹ 1000/-	₹ 1000/-	₹ 1000/-
Consolidated Grade / Mark sheet	₹ 1000/-	₹ 1000/-	₹ 1000/-
Provisional Certificate	₹ 1250/- up to convocation. Duplicate PC will not be issued after the Convocation	₹ 1250/- up to convocation. Duplicate PC will not be issued after the Convocation	₹ 1250/- up to convocation. Duplicate PC will not be issued after the Convocation
Degree Certificate	₹ 2500/- (For five years from the completion of the course) and ₹ 3000/- from 6 th year onwards	₹ 2500/- (For five years from the completion of the course) and 3000/- from 6 th year onwards	₹ 2500/- (For five years from the completion of the course) and ₹ 3000/- from 6 th year onwards
Migration Certificate	₹ 650/-	₹ 650/-	₹ 2000/-

5. Photocopies of the statement of marks / certificates for which duplicate is required shall be enclosed, if available.
6. The fees must be paid through the mode of Demand Draft only. The Demand Draft should be drawn in favour of **“SRMIST Examinations” payable at Chennai.**
7. Duplicate certificate is to be surrendered to the University immediately, if the Original Certificates is recovered.
8. Application duly filled in along with an affidavit should be enclosed.
9. FIR copy has to be attached along with the application form, if applied for more than two certificates.
10. **FIR copy is must obtained from the police for Duplicate Provisional Certificate / Degree Certificate.**
11. **If the candidate opt for collecting the certificates by post, he / she should pay additional amount for ₹ 150/- for Postal Charges (within India only). This amount should be added along with fee for correction and will be accepted only in the form of DD.**

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