

OFFICE OF THE CONTROLLER OF EXAMINATIONS
AMRITA VISHWA VIDYAPEETHAM, COIMBATORE – 641 112
APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate for which applied for * :

Details of online Transfer

Degree & Branch :

Transaction ID :

College through which
Studied / Studying :

Date :

***Total Amount :**

* as given in the *Instructions* Page Point No.5

-
1. Name of the Student :
2. Register Number :
3. Male / Female :
4. (a) If applying for duplicate Statement of Grades/
Marks, fill in the Month and Year of Exam for
Which statement is required. :
- (b) If applying for duplicate degree certificate,
Fill the :
i. Month and Year in which qualified for the
degree :
ii. Date of convocation in which the degree
was conferred :
- (c) If applying for duplicate provisional
certificate / consolidated statement of grades /
marks fill in the Month & Year of last
appearance in which qualified for the degree. :
5. Circumstances under which the certificate was lost :
6. Whether the prescribed affidavit has been enclosed
with the application :
7. Complete Address to which the certificate is to be sent :
8. E-mail ID & Phone Number :

Place :

Date :

Signature of the Candidate

FOR OFFICE USE ONLY

Certificate issued on :

Prepared by :

Folio No. :

Examined by :

Controller of Examinations

* Write as Degree Certificate / Statement of Grades / Marks
Provisional Certificate / Consolidated Statement of Grades / Marks.

(for *Instructions* see over leaf)

INSTRUCTIONS

1. A duplicate certificate will be issued only if the original certificate is permanently lost or destroyed.
2. The application should be submitted only by the candidate in the prescribed format and sent to the concerned authorities as given below. Applications submitted by anyone else on behalf of the candidate will not be accepted.
 - a) For a **Duplicate Degree Certificate**: Controller of Examinations (CoE) - all hard copies of the documents mentioned in Sl. No. 03.
 - b) For **Duplicate Grade Sheets and Transcripts**: Deputy Controller of Examinations (DyCoE) of the concerned campus.
 - c) Requests for **Name Change in the Degree Certificate**: through the Deputy Controller of Examinations (DyCoE) of the concerned campus to the CoE.
3. The following documents should be enclosed with the application:
 - (a) An affidavit explaining the circumstances under which the original certificate was lost
The affidavit should be duly executed before a Notary Public on **₹50 non-judicial stamp paper** as per the format given.
 - (b) A self-addressed envelope with sufficient postage for Speed Post.
 - (c) A photocopy of the grade sheet / marks statement / certificate for which the duplicate is requested (if available).
 - (d) For applicants requesting a Duplicate Degree Certificate, the following additional documents are required:
 - (i) **Original FIR related to the loss of the certificate.**
 - (ii) **Complete address details of the company/organization where the candidate has worked or is working after graduation, with year-wise details.**
 - (iii) **A newspaper advertisement announcing the loss of the original certificate. A copy of the published advertisement should be submitted along with the application.**
4. The application should be fully completed in all respects. Providing incorrect or incomplete information may delay the issuance of the certificate.
5. **The prescribed fees are:**
 - a) Duplicate Degree Certificate: **₹2950/- (including GST)**
 - b) Name Change / Re-issue of the Degree Certificate: **₹2360/- (including GST)**
 - c) Duplicate / Name Change - Transcript or Consolidated Grade Sheet: **₹1180/- (including GST)**
 - d) Duplicate / Name Change - per Grade Sheet: **₹590/- (including GST)**Fees once paid are non-refundable and cannot be adjusted for any other certificate under any circumstances.
6. **A Duplicate Degree Certificate will be issued only once.**
7. If the original certificate is later recovered, the duplicate certificate should be immediately surrendered to the University.

AMRITA VISHWA VIDYAPEETHAM, Coimbatore – 641 112

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Thiru / Selvi _____

1. I _____ Son / Daughter of
 _____ aged _____ Years,
 an old student / student of _____ Degree of _____
 college with Register number _____ and residing at _____
 _____ .

do hereby solemnly and sincerely state as follows.

2. My (i) * Statement of Grades / Marks issued relating to the Examinations held during _____
 (ii) * Degree certificate issued at the Convocation held on _____
 (iii) * Provisional Certificate / Consolidated Statement of Grades / Marks
 issued by the AMRITA VISHWA VIDYAPEETHAM has irrevocably been lost / destroyed.

3. I file this affidavit for the purpose of receiving duplicate certificate.

4. I will return immediately the duplicate certificate(s) to the AMRITA VISHWA
 VIDYAPEETHAM once my original certificate(s) is / are recovered by chance.

5. The facts stated are true and correct to the best of my knowledge and if found false by the
 AMRITA VISHWA VIDYAPEETHAM, I shall abide by the decision of the University.

Place :

Date :

Signature of the Candidate

Solemnly affirmed

At _____ (place)

This _____ day of _____ 200 ____

And his / her signature is affixed in my presence.

Notary Public

Address :

Office Seal :

*delete which is not applicable