

**OFFICE OF THE DEPUTY CONTROLLER OF EXAMINATIONS**

AMRITA SCHOOL OF COMPUTING &amp; ENGINEERING, AMARAVATI – 522 503

**APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE**

Certificate for which applied for * :	Details of payment made
Degree & Branch :	Demand Draft No.:
College through which	D. D. Date :
Studied / Studying :	Bank :
	Amount paid Rs. :
<hr/>	
1. Name of the Student :	
2. Register Number :	
3. Sex :	
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. 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 :

Date on which the D.D. was  
sent to Finance Section :

Deputy Controller of Examinations

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

(for instructions see over leaf)

P.T.O.

## **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 sent to the Deputy Controller of Examinations directly. **Application received on behalf of the candidate** will not be accepted.
3. The following documents should be enclosed along with the application.
  - (a) an affidavit giving the circumstances under which the original certificate was lost.  
The affidavit should be duly executed before the Notary Public on a Non-judicial Rs.50/- stamp paper.
  - (b) Self – addressed, stamped envelope (for Registered Post).
  - (c) Xerox copy of the grades / marks statement / certificate for which duplicate is required (if available)
  - (d) The demand draft.
  - (e) For those who apply for Degree Certificate.
    - (i) FIR – Original
    - (ii) The candidate has to provide the full address of the company / organization where he/she works/worked when he/she lost the certificate.
4. Application should be completed in all respect. Failure to furnish correct details may cause delay in the issue of the certificate.
5. The fee for the issue of **Duplicate Grade Sheet Rs.500+18% GST (Rs. 590/-)**.  
**Consolidated Grade Sheet or Transcript Rs.1000+18% GST(Rs. 1180/-)** and for **Degree Certificate Rs.2500+18% GST (Rs. 2950/-)**.
6. The fee should be paid in the form of demand draft in favour of “**AMRITA VISHWA VIDYAPEETHAM**” Payable at **Amaravati**.
7. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.
8. Duplicate Certificate is to be surrendered to the University immediately if the Original Certificate is recovered.

**AMRITA VISHWA VIDYAPEETHAM, Amaravati – 522 503****AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE**

Affidavit of Mr / Ms .....

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 certificates(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:

\*delete which is not applicable

Office Seal: