



## DUPLICATE CERTIFICATE REQUISITION PROFORMA

1.	Name of the Candidate	
2.	Register Number	
3.	Name of the Course with Branch	
4.	Name of the Institution / College from where qualified	
5.	Circumstance under which the certificate was lost	
6.	Whether the prescribed affidavit has been enclosed with the application	
7.	Permanent address	
8.	Contact Phone No.	
9.	Details of Online Payment	Bank Name & Address:  Reference No:  Date of Payment:      Amount (Rs.):
10.	If applying for duplicate statement of marks / grade sheets, degree certificate, Provisional, Consolidated Mark statement fill in the month and year of which examination is required:	

Type of Certificate	Month and year of examination

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

PLACE:

DATE:

Signature of the Candidate



General Instructions:

1. The application should reach the controller of Examinations within the prescribed time.
2. Only for Duplicate degree certificate, copy of the Police compliant given and reply from them to be attached
3. **Fee: Each Duplicate statement of Marks / grade sheets/ Provisional Pass certificate – Rs.2000**
4. **Duplicate Degree certificate:**

DEGREES/FACULTIES	DUPLICATE	
	UG	PG
Medical, Dental & Homoeopathy	5000	7500
Nursing, Pharmacy, Physiotherapy, Allied Health Sciences, Law & Interdisciplinary Programs	4000	5000
Engineering, Arch, Arts & Science, Physical Education & Economics (Hons)	3000	4000

5. The fee has to be paid through NEFT / RTGS to the account details mentioned below

Name of the account: VMRF(DU) Examination Account  
Account no 188702000000294  
IFSC code : IOBA0001887  
Branch : Ariyanoor

6. If any of the certificates are traced out after issue of the duplicate certificates, such certificates shall be returned by me.