

**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM-636308**

**Directorate of Distance Education**

**(Deemed to be University Declared Under Section 3 of U.G.C. Act, 1956)**

**Application for Duplicate Certificate**

Candidate should read the instructions very carefully before filling in the columns.

1. Name of the Student :  
(As registered in the University Records)
2. Father's Name :
3. Date of Birth :
4. Registration No. :
5. Name of the Course Studied :
6. Month & Year of passing :
7. Reason for which duplicate certificate is requested. :
8. Name of the certificate(s) required in duplicate : Mark Statement (I Year / II Year / III Year)  
(Please Tick) : Degree /Diploma/PG Diploma/Certificate
9. Total no. of certificates required :
10. Contact No. & e-mail ID. :
11. Details of Payment : DD/NEFT
12. Amount in Rs. :
13. DD no./NEFT Transaction ID :
14. Date of Payment :
15. Name of the Bank and Branch :
16. Complete address with PIN code :  
for communication

Date:

Signature of the Candidate

Place:

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FOR OFFICE USE ONLY

**Instructions to the candidates to submit the application for Duplicate certificate**

1. The application should be filled in with block letters.
2. A Certificate from the First Class Magistrate in a Stamped paper of Rs.20/- about the loss of the Degree Certificate..
3. The processing fee for Rs.1500/- for Degree Certificate and Rs.750/- for other Certificates can be send either by DD drawn in favour of the “**DDE, VMU**” payable at Salem or through NEFT payment. Details required for NEFT payment is available in our official website [www.vinayakamission.com/vmude/](http://www.vinayakamission.com/vmude/)
4. Address to which the certificate(s) is/are to be sent must be complete with postal/ZIP code.
5. Contact details including mobile number and e-mail ID are to be mentioned in clear.
6. A declaration by the candidate should accompany to the effect that the Duplicate Certificate is required for bonafide purpose only.
7. The candidate is directed to produce the original acknowledgement obtained from the police department against the complaint lodged for the loss of the Certificate.
8. The duly filled in application along with necessary documents and DD / proof of NEFT payment should be submitted to **The Assistant Controller of Examinations**, Directorate Distance Education, Vinayaka Missions Research Foundation (Deemed to be University), Ariyanoor, Salem – 636 308, TN.
9. To download application for Duplicate Certificate. [CLICK HERE](#).