

Procedure for Obtaining Duplicate Mark/Grade-sheet/Degree Certificate

The Applicant need to apply in the prescribed format to the Controller of Examinations furnishing the following details/information:

- (a) An affidavit duly signed and notarized by Notary public/First Class Magistrate detailing the circumstances under which the Original Marksheet/Degree certificate was lost/destroyed/misplaced. (as per the attached sample affidavit)
- (b) A photocopy of the Marksheet/Degree certificate for which duplicate certificate is required, if available.
- (c) Processing Fee @ Rs. 750/- and 1500/- for Marksheet and Degree certificate respectively.

The Exam Office shall process the application for issue of the duplicate Marksheet/Degree Certificate ensuring that the applicant receives the same within a month of the Application. The word “**Duplicate**” will invariably be annotated on the top of the Marksheet/degree certificate to be issued.

**APPLICATION FOR OBTAINING THE DUPLICATE
MARKSHEET/DEGREE CERTIFICATE**

To,
The Registrar
Sankalchand Patel University
Visnagar-384 315

Sir,

This is to inform you that my original Marksheet/Degree Certificate of _____
(name of the Programme) has been lost /destroyed/misplaced due to _____
(state the reasons).

In view of the above, I request you to issue following Duplicate Marksheet/Degree Certificate.
I am also attaching a proof of payment towards the processing of the Duplicate Marksheet/Degree Certificate. The necessary details for the same appended below:

Sr. No.	Examination Event	Seat No.	Semester/Year
1			
2			
3			
4			
5			
6			
7			
8			
Total No. of Duplicate Marksheet:_____ / Degree Certificate:_____			

Permanent Registration Number:		<u>Details of payment made (Cash/DD/RTGS)</u>	
Degree & Branch:		Cash Receipt/Demand Draft No. and Date:	
Name of College/Institute:		Bank Name:	Amount Paid Rs.:
1.	Name of the Student: (As per the last semester/year Marksheet or Grade Card)		
2.	Address for Communication:		
		PIN CODE:-	
3.	Phone: (R) _____ (M) _____	E-mail: _____	
Declaration: I have read all the instructions given with this application form and I hereby declare that the above given information is correct to the best of my knowledge and belief. If any information is found incorrect, incomplete or false at any stage, my application shall be rejected.			
Place:			
Date: / /		Signature of the Candidate	

Affidavit Format for loss of Mark/Grade-sheet/Degree Certificate
(to be executed on non-judicial stamp paper of Rs. 50/-)

I, _____ S/O _____ residing
at _____ do hereby solemnly
affirm and state the following:

My Mark/Grade-sheet/Degree Certificate for the _____ (name of the Programme)
has been lost/misplaced/destroyed. I have registered with PRN _____
in this Program.

I undertake that in case my original Marksheet/Degree Certificate is found at a later date, I will
immediately submit the same to Sankalchand Patel University.

The above mentioned facts are true and correct to the best of my knowledge, information and
belief.

Place:

Date:

Signature of the Applicant

Solemnly affirm at _____ on this _____ day of _____ and signed his/her
name in my presence. Seal of the Notary