

**OFFICE OF CONTROLLER OF EXAMINATIONS**  
**APPLICATION FORM FOR DUPLICATE DEGREE CERTIFICATE**

Application No: \_\_\_\_\_

Date: \_\_\_\_\_

|    |   |                                      |                                  |
|----|---|--------------------------------------|----------------------------------|
| 1. | Name of the Candidate   |                                      |                                  |
| 2. | Register Number   |                                      |                                  |
| 3. | Degree & Branch   |                                      |                                  |
| 4. | Period of Study   |                                      |                                  |
| 5. | Permanent / Communication address   |                                      |                                  |
|    |   | Mobile No(s).                        |                                  |
|    |   | E-mail ID                            |                                  |
| 6. | Mode of receipt of Certificate  | In Person : <input type="checkbox"/> | By Post <input type="checkbox"/> |
| 7. | If Mode of receipt is By Post, Provide the complete Mailing address to send the certificate (Write in upper case Letters) |                                      |                                  |
|    |   | Mobile No(s)                         |                                  |
|    |   | Email                                |                                  |

|    |                    |   |
|----|--------------------|---|
| 8. | Fees Paid Details: | DD No. & Date :<br><br>Name of the Bank<br>with Address :<br><br>Amount : ` |
|----|--------------------|---|

**NOTE: For any Clarification and Queries contact: +044- 2741 7225**

**Signature of HOD**

**Signature of Candidate**

**Signature of Director / Dean  
with Seal**

**Signature of COE**

**FOR OFFICE USE ONLY**

|   |   |
|---|---|
| <p style="text-align: center;"><b><u>Details of Dispatch BY POST</u></b></p> Date :<br><br>Consignment No:<br><br>Dispatched by : | <p style="text-align: center;"><b><u>Received all Certificate(s) as mentioned above<br/>( IN PERSON)</u></b></p><br><br><br><p style="text-align: center;">_____<br/>(Name and Signature with Date)</p> |
|---|---|

**Note: Students, who opted for collecting their duplicate certificates in person, should collect the duplicate certificates from the Controller of Examinations office within SEVEN WORKING DAYS without fail.**

### INSTRUCTIONS TO APPLY FOR DUPLICATE CERTIFICATES

1. Duplicate certificate will be issued only when the Original is lost or destroyed irrevocably.
2. Application should be made only by the candidate in the prescribed format. Application received on behalf of the candidate will not be accepted.
3. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issuing the certificate.
4. Documents Required:
  - Photocopy of Government issued Identity proof of the applicant (Driving License /Passport/PAN Card & Aadhar card)
  - Demand Draft drawn in favor of “**SRMIST EXAMINATIONS**” payable at Chennai (Refer Fee Details Table).
  - Original Non-Traceable Certificate/ FIR from the Police authority
  - Affidavit (Original) filed in Stamp Paper legally in the format enclosed
  - If the Supporting documents are in a language other than English/Tamil, an official English Translated version of the same must be submitted.
  - Photocopy of the lost Degree certificate.
5. Fee Details:

| <b>Certificate</b> | <b>Engineering and Technology, Science and Humanities, Law, Agriculture &amp; Management (INR)</b>      | <b>Medical &amp; Health Sciences (INR)</b>  |
|--------------------|---|---|
| Degree Certificate | 2500/- (For five years from the completion of the course) and 3000/- from 6 <sup>th</sup> year onwards. | 2500/- (For five years from the completion of the course) and 3000/- from 6 <sup>th</sup> year onwards. |
| Postal Charge      | 150/- (Within India)  |   |

6. The fees must be paid through Demand Draft only. Fees once paid shall neither be refunded nor adjusted for any other certificate under any circumstance.
7. If the Original Certificate is recovered later, the Duplicate certificate must be surrendered back to the College immediately.
8. This form will be valid only if it is duly signed by the respective Director/Dean/Head of the Department.
9. **The filled in form along with necessary documents can be sent to “The Controller of Examinations, 14th floor, University Building, SRM Institute of Science and Technology, SRM Nagar, Kattankulathur-603 203” and for any Clarification and Queries contact: +044- 2741 7225.**

**AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE PROVISIONAL CERTIFICATE/ DEGREE  
CERTIFICATE**

Affidavit of Thiru / Selvi \_\_\_\_\_

01. I \_\_\_\_\_, Son / daughter of \_\_\_\_\_  
aged \_\_\_\_\_ Years, an old student / student of \_\_\_\_\_ (Faculty /  
College), SRM Institute of Science and Technology (Formerly known as SRM University) with  
register number \_\_\_\_\_ and residing at  
\_\_\_\_\_ do hereby solemnly and  
sincerely state as follows:

02. My \_\_\_\_\_ certificate issued relating to the examinations held during  
\_\_\_\_\_ issued by the SRM Institute of Science and Technology (Formerly known as SRM  
University), SRM Nagar, Kattankulathur – 603 203 has irrevocably been lost / destroyed.

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

04. The duplicate certificate shall be returned to the College once my original certificates / are  
recovered by chance.

05. The facts stated are true and correct to the best of my knowledge and if found false by the College, I  
shall abide by the decision of the Institute.

06. Solemnly affirmed.  
At (place) \_\_\_\_\_

This (date) \_\_\_\_\_

Month and year \_\_\_\_\_

and his/her signature affixed in my presence.

Place:

Date :

SIGNATURE OF THE APPLICANT.

=====

**Note: The above affidavit should be typed in a stamp paper or e paper duly attested by the notary public**

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**NON TRACEABLE CERTIFICATE (SAMPLE FORMAT)**

This is to certify that Mr/Ms. \_\_\_\_\_ S/o / D/o  
Mr. \_\_\_\_\_ with SRM Institute of Science and Technology  
(Formerly known as SRM University)-Registration number \_\_\_\_\_ residing at

\_\_\_\_\_, had registered a case with Crime and  
Occurrence sheet number \_\_\_\_\_ dated \_\_\_\_\_ towards his/her  
missing Grade sheets/ certificates of his/her \_\_\_\_\_ degree as listed below:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Total: \_\_\_\_ Grade sheets/Certificates

In this connection all possible steps were taken to trace the Grade sheets/ Certificates and are not traceable. This certificate is hereby issued to apply for duplicate grade sheets/ certificate from the College.

**Signature of the Inspector**  
**/Sub-Inspector with official Seal**