



APPLICATION FOR DUPLICATE CERTIFICATE

Certificate applied for:

Total fees paid

Bank Challan / DD

Dated

Bank

Name of the Candidate:

Register Number:

Degree:

Branch:

Date of birth:

<i>Certificates applied for (Fill the relevant column)</i>			<i>No. of certificates applied</i>
Statement of Marks	Semester		
	Month & Year of Exam		
Provisional Certificate	Month & Year of last appearance in which qualified for the degree		
Degree Certificate	Month & Year of last appearance for the degree		
	Month & Year of Convocation		

Recommendation of the Class Advisor

Signature of the Student

Received the Certificate :

FOR OFFICE USE ONLY

Issued the Certificate on

Assistant Registrar/Section Officer

Candidates applying for Duplicate Degree Certificate have to enclose '**Non- traceable Certificate**' from the police and a copy of the '**Notification**' published in the News papers about the loss of Degree Certificate

The fee for the issue of various Duplicate certificates:

- (a) Statement of marks -- Rs. 200/- per mark statement

- (b) Provisional Certificate -- Rs. 500/- up to convocation. No PC
will be issued after the Convocation.

- (c) Consolidated statement of marks -- Rs. 500/-

- (d) Degree Certificate -- Rs. 3000/-

Xerox copy of the statement of marks / certificate for which duplicate is required shall be enclosed, if available.

4. The fee should be paid in the form of demand draft in favour of the "CONTROLLER OF EXAMINATIONS, BSA UNIVERSITY" payable at Chennai - 600 048.