

D

Serial No:.....

APPLICATION FOR DUPLICATE CERTIFICATE

Name of the Student :

Register Number :

Degree :

Branch :

| Certificates applied for (Fill the relevant column) | | | No. of Certificates applied |
|--|---------------------------------|--|--------------------------------|
| Grade sheet | Semester | | |
| Consolidated Grade sheet | Month & Year of last appearance | | |
| Provisional Certificate (Attach CSR Copy) | Month & Year of last appearance | | |
| Degree Certificate (Attach CSR Copy) | Month & Year of last appearance | | |

Recommendation of the Class Advisor

Signature of the Student

Received the Certificate:

FOR OFFICE USE ONLY

Issued the Certificate on

Assistant Registrar/Section Officer

STUDENT COPY

NAME OF THE STUDENT :

Serial No:.....

CERTIFICATES APPLIED :

TOTAL FEES PAID :

DATE OF SUBMISSION OF APPLICATION:

**Please see overleaf for Instructions*

1. Students 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.
2. The fee for the issue of various Duplicate certificates:
 - (a) Grade Sheet - Rs. 250/- per Semester
 - (b) Consolidated Grade Sheet - Rs. 500/-
 - (c) Provisional Certificate - Rs. 1000/-
(No Provisional Certificate will be issued after the Convocation)
 - (d) Degree Certificate - Rs. 4000/-
3. Xerox copy of the statement of marks / certificate for which duplicate is required shall be enclosed, if available.
4. Students may pay the fees at the Indian Overseas Bank situated inside the campus or through Demand Draft in favour of "The Registrar, B S Abdur Rahman Crescent Institute of Science and Technology".