

**BHARATIAR UNIVERSITY, COIMBATORE - 641 046.****APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE**

1. Duplicate of which Certificate\* required :
2. Name of the Candidate :
3. Register Number :
4. College through which studied/Studying :
5. Degree of study :
6. Branch :
7. Period of Study :
8. Sex :
9. (a) If applying for duplicate statement of Marks, fill in the Month and year of exam. For which mark statement was issued. :
- (b) If applying for duplicate degree certificate fill in the :
  - i. Month and Year in which qualified for the degree :
  - ii Name in Tamil :
  - iii Date of convocation in which the degree was conferred :
- © If applying for duplicate provisional Certificate / consolidated statement of marks fill in the Month & Year of last appearance in which qualified for the degree :
10. Circumstances under which the certificate Was lost / destroyed :
11. Whether the prescribed affidavit has been enclosed with the application. :
12. Address to which the certificate is to be sent :
13. Fees paid :

DD/Challan No.:

Bank :

Amount : Rs.

Date:

Place :

Date :

<b>FOR OFFICE USE ONLY</b>	<b>Signature of the Candidate</b>
Certificate issued on	Prepared by:
Folio No.	Examine by:
Date on which the D.D. was Sent to Finance Officer	<b>Controller of Examinations</b>

\*Write as Degree certificate / Statement of marks/  
Provisional Certificate / Consolidated statement of marks.  
(for instruction see over leaf)

## INSTRUCTIONS

1. Duplicate Certificate will be issued only when it is lost or destroyed irrevocably.
2. Application duly filled-in along with (a) an affidavit detailing the circumstances under which the original certificate was lost or destroyed (b) self-addressed stamped cover (for Registered Post) and (c) the demand draft should be send directly to the Controller of Examinations, Bharathiar University, Coimbatore – 641 046. The affidavit should be duly executed before the Notary Public/Principal of the college where he / she had studied.
3. Application shall be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate. The application shall be filled in only by the candidate otherwise it will be rejected.
4. **The fee for issue of various certificates is as follows:**

### **FOR FIRST TIME**

- |                                   |   |
|-----------------------------------|---|
| (a) Statement of marks            | -- Rs.500/- per mark statement plus Rs.25/- cost of application |
| (b) Provisional Certificate       | -- Rs.500/- plus Rs.25/- cost of application                    |
| © Consolidated statement of marks | -- Rs.500/- plus Rs.25/- cost of application                    |
| (d) Degree Certificate            | -- Rs.500/- plus Rs.25/- cost of application                    |
| (e) Migration Certificate         | -- Rs.500/- plus Rs.25/- cost of application                    |
| (f) Rank Certificate              | -- Rs.500/- plus Rs.25/- cost of application                    |

### **FOR SECOND TIME**

- |                                     |   |
|-------------------------------------|---|
| (a) Statement of Marks              | Rs.1000/- per mark statement plus Rs.25/- cost of application |
| (b) Provisional Certificate         | Rs.1000/- plus Rs.25/- cost of application                    |
| (c) Consolidated statement of marks | Rs.1000/- plus Rs.25/- cost of application                    |
| (d) Degree Certificate              | Rs.1000/- plus Rs.25/- cost of application                    |
| (e) Migration Certificate           | Rs.1000/- plus Rs.25/- cost of application                    |
| (f) Rank Certificate                | Rs.1000/- plus Rs.25/- cost of application                    |

5. The fee should be paid in the form of demand draft in favour of the REGISTRARR, BHARATHIAR UNIVERSITY" payable at Coimbatore,
6. Fees once paid shall neither be refunded nor adjusted against any other certificate under any circumstances.

**x x x x x x x x**

**AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE**

Affidavit of Thru / Selvi.....

1. I.....

son / daughter of .....aged.....years,

an old student / student of .....college

with register number .....and residing at .....

street.....

do hereby solemnly and sincerely state as follows.

2. My \*( I ) .....(degree) statement of marks issued relating to the examinations held during...../ (ii) Degree certificate issued at the convocation.....

held on ...../ (iii) Provisional Certificate / Consolidated statement of marks issued by the Bharathiar University, Coimbatore – 46 has irrevocably been lost / destroyed.

3. I fill this affidavit for the purpose of receiving duplicate certificate.

4. The duplicate Certificate shall be returned to the University once my original certificate /s is / are recovered by chance.

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

Solemnly affirmed.

at (place).....

this (date.....day of Signature of the Candidate

(month).....

and his / her signature affixed in my presence.

Before me

Place :

Date :

Notary Public / Principal  
Address.....  
.....  
.....

Office Seal :

\* delete which is not applicable.