

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
Application for obtaining Duplicate Degree Certificate

PHOTO

DETAILS OF PAYMENT

(to be filled by the candidate)

Name and place of the Bank

(D.D. Should be enclosed)

Demand Draft No.

Date of Payment

Amount Rs.



Candidates should fillup all the following column for issuing Duplicate Degree Certificate
Read the instructions Carefully printed in **Reverse** and act accordingly.

1. Name as registered in the University
Records (IN BLOCK LETTERS)
In English
In Tamil
2. Expansion of Initials (Father Name)
In English
In Tamil
3. Date of Birth
4. Name of the Examination Qualified
5. Last appearance Enrolment No.
6. Last appearance Month and year
7. Last appearance Examination Centre
8. Date, Month and Year of the Convocation
at which he/she was admitted
9. Address to which the Duplicate
Degree is to be sent, with PIN
10. Reason for applying Duplicate Degree

SIGNATURE OF THE CANDIDATE

P.T.O

ISSUE OF DUPLICATE DEGREE CERTIFICATE

The following should be accompanied with the application towards issue of the Duplicate Degree Certificate.

1. A Police Certificate issued by the police official (Duly signed by the Inspector or Sub-Inspector) by mentioning Crime and Occurrence Sheet Number and Date – (original)
Police Certificate without C & O sheet No. & Date is not acceptable.
2. An affidavit in a Ten or Twenty rupees Bond Paper duly signed on the Prescribed Stamp by the Notary Public. (Original)
3. Self addressed stamped envelope at the size of 11" X 15" stamp to the value of Rs.40/-
4. A copy of Provisional and / or Degree Certificate must be enclosed.
5. Demand Draft for a sum of Rs.* drawn in favour of THE DIRECTOR, UNIVERSITY OF MADRAS.
6. Kindly send a separate D.D. for Issuing Duplicate Mark Statements & Name Correction and to be applied separately.
7. The Fees to be paid is mentioned below from the

YEAR OF PASSING	AMOUNT Rs.*
UP to 10 Years	1000/-
11 to 20 Years	1500/-
21 to 30 Years	2000/-
31 to 40 Years	2500/-
41 to 50 Years	3000/-

8. The amount once paid will not be refunded on any Circumstances.

DIRECTOR

FORMAT OF THE AFFIDAVIT

Affidavit for the issue of Duplicate Degree Certificate duly typed in Non-Judicial Stamp paper value of Rs.20/-

I,.....s/o,D/o.....aged about.....years, residing at.....do here by solemnly affirm and sincerely state as follows.

I declare and state that I have lost my.....Degree certificate issued by the University of Madras, bearing Register No.....passed in.....(Month & year), through.....College. I have tried my best to trace out them, but I could not trace the Certificate/s immediately I have lodged a complaint before the Police station on.....The above matter was also published in the Crime & Occurrence Sheet vide no.....and/Date.....issued by the police Station.....

I request the Duplicate copy of my Degree Certificate/s from the University of Madras for my future and therefore I sworn this affidavit.

I request the University to Issue the Duplicate Degree Certificate/s; assure that I will return the Duplicate Certificate/s to University, if my original Degree Certificate is / are found by me.

The above deponent sworn the above and signed herein before
Me on this day.....day of.....20

DEPONENT

Before me

Sign & Seal of the Notary Public

FORMAT OF THE POLICE CERTIFICATE

CERTIFICATE

This is to certify that a case / report of missing was received from Thiru/Tmt/Selvi.....S/o / D.o.....residing at.....The complaint reported that he / she missed.....In this connection, all possible steps were taken to trace the missing Certificate/s and is / are not traceable. The missing report was also published in Crime and Occurrence Sheet no.....Dated.....

Signature & Seal