



## UNIVERSITY OF MADRAS

Application for obtaining Duplicate Degree Certificate

### **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. :

| For Office Use | Photo Passport |
|----------------|----------------|
|                |                |

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 Register No. :
6. Last appearance Examination Centre :
7. Last appearance Month & Year :
8. College in which Studied/Center code :
9. Branch / Optional Subjects selected :
10. Date, Month and Year of the Convocation at which he / she was admitted :
11. Address to which the Duplicate Degree is to be sent, with PINCODE :
12. 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 REGISTRAR, 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<br>(including cost of application)<br>Rs * | YEAR OF PASSING | AMOUNT<br>(including cost of application)<br>Rs * |
|-----------------|---|-----------------|---|
| Upto 5 years    | 2,025/-   | 26 to 30 years  | 10,025/-  |
| 6 to 10 years   | 3,025/-   | 31 to 35 years  | 12,525/-  |
| 11 to 15 years  | 4,025/-   | 36 to 45 years  | 15,025/-  |
| 16 to 20 years  | 5,025/-   | 46 to 50 years  | 20,025/-  |
| 21 to 25 years  | 7,525/-   | Above 50 years  | 30,025/-  |

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

**REGISTRAR**

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### FORMAT OF THE AFFIDAVIT

**Affidavit for the issue of Duplicate Degree Certificates duly typed in Non - Judicial Stamp paper value of Rs.10- or 20/-**

I, \_\_\_\_\_ S/o./D/o. \_\_\_\_\_, aged about \_\_\_\_\_ years, residing at \_\_\_\_\_ do hereby solemnly affirm and sincerely state as follows:

I declare and state that I have lost my \_\_\_\_\_ Degree certificate/s 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. I assure that I will return the Duplicate Certificate/s to University, if my original Degree Certificate/s 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

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### FORMAT OF THE POLICE CERTIFICATE CERTIFICATE

This is to certify that a case/ report of missing was received form Thiru.Tmt./Selvi. \_\_\_\_\_ S/o./D/o. \_\_\_\_\_ residing at \_\_\_\_\_. The Complainant 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**