

**APPLICATION FOR ISSUE OF DUPLICATE STATEMENT OF GRADES /
CONSOLIDATED STATEMENT OF GRADES / PROVISIONAL CERTIFICATE /
DEGREE CERTIFICATE**

Certificate for which applied :

Degree of study :	Details of payment made
Branch :	By Cash
Period of study :	Amount Paid Rs.

1. Name of the Student :
2. Register Number :
3. Gender :
4. a) If applying for duplicate statement of grades,
fill in the Month and Year of exam for which
grade statement was issued :
- b) If applying for duplicate
Consolidated Statement of grades Sheet fill in the
i) Month and Year in which
qualified for the degree :
- c) If applying for duplicate SG /CSG/PC/DC,
fill in the Month & Year of last appearance in
which qualified for the degree :
5. Circumstances under which the
certificate was lost :
6. —Whether the prescribed affidavit has
been enclosed with the application :
7. Address to which the certificate
is to be sent :

Place:

Date :

Signature of the Candidate

Signature of HOD

FOR OFFICE USE ONLY

Certificate issued on : Prepared by :

Folio No. : Examined by :

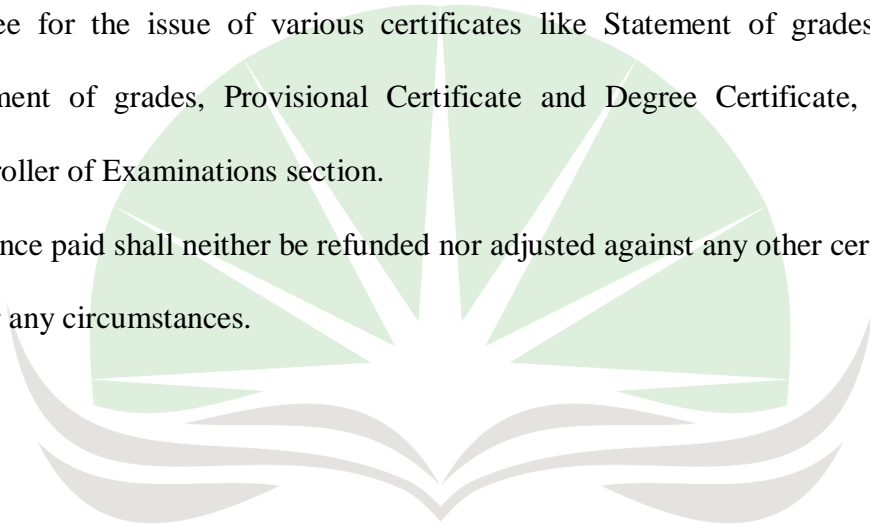
Controller of Examinations

(For instructions see over leaf)

P.T.O

INSTRUCTIONS

- 1) Duplicate Grade sheet will be issued only when it is lost or destroyed irrecoverably.
- 2) Application duly filled-in along with a) an affidavit detailing the circumstances under which the original certificate was lost, b) The affidavit should be duly executed before the Notary Public / Police FIR copy.
- 3) Application shall be completed in every respect. Failure to furnish correct details may cause delay in the issue of the mark sheets. The application shall be filled in only by the candidate, otherwise it will be rejected.
- 4) The fee for the issue of various certificates like Statement of grades, Consolidated statement of grades, Provisional Certificate and Degree Certificate, kindly contact Controller of Examinations section.
- 5) Fees once paid shall neither be refunded nor adjusted against any other certificate under any circumstances.



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KARPAGAM
ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

(Established Under Section 3 of UGC Act, 1956)