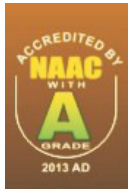




APPLICATION FORM FOR THE ISSUE OF DUPLICATE CERTIFICATE / MARKSHEET

Read the Instruction carefully before filling the Form. All Fields of the Form are Mandatory.

REVISED ON 16/09/2019



Enrollment Number (As in the ID card)	IPIP Code	Programme
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of the Student as registered with the University at the time of admission

Father's Name of the Student as registered with the University at the time of admission

Complete Address (Do not repeat the name)

District  State

e-mail Address  STD Code  Phone / Mobile Number  Pin code

Demand Draft No.  Date  Rs.  Amount  Name of the Bank

(The Demand Draft in favour of "DDE, SHUATS" a/c payable at Allahabad)

**Academic Details**

Sl.	Programme & Semester/Year	Month & Year of passing	IPIP Code	Total Marks obtained in the Semester/Year
1				
2				
3				
4				
5				
6				
7				
8				

**Note : Attach self-attested copies of Mark-Sheets of all Semesters/Years.**

**Nature of Certificate required**

- (1) Statement of Marks / Grade Sheet -- Rs. 500/- each
- (2) Provisional Certificate -- Rs. 300/- up to Convocation.  
(No Provisional Certificate will be issued after the Convocation.)
- (3) Consolidated Statement of Marks /Grades -- Rs. 500/-
- (4) Degree Certificate -- Rs. 1500/-

**IMPORTANT INSTRUCTIONS**

Duplicate certificate will be issued only when it is lost or destroyed irrevocably.  
The following procedure is to be adopted by the student for getting a duplicate certificate be issued from the SHUATS University  
Lodge an FIR (First Information Report) for the same in the nearest Police Station.  
Publication in the newspaper about the loss of the certificate.  
Provide an affidavit prepared by a Notary on a non-judicial stamp paper of Rs 10/- (The matter to be printed on the affidavit is attached)  
Write an application addressed to "The Director, Distance Education, SHUATS University" mentioning the loss of your certificate and reference of above documents.  
Attach a Xerox copy of the original certificates provided to you by SHUATS University (if available).  
While publishing such notification in the newspaper, the name of the student with initial, Registration No., Name of the University in which certificate was obtained etc. to be provided without fail.  
Application should be completed in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.  
The fee should be paid in the form of Demand Draft drawn in favour of the "DDE, SHUATS" payable branch at Allahabad.  
Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.

The complete Form along with all the required enclosures must be sent on the following address:

**The Deputy Registrar**  
Directorate of Distance Education  
Sam Higginbottom University of Agriculture, Technology & Sciences  
Naini, Allahabad-211 007  
Phone : 0532-2684317

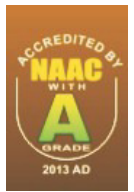
May kindly note that it takes approximately 30 working days from the day of receiving the above documents to process an application for the issuance of a duplicate certificate (this excludes postal time).



**APPLICATION FORM FOR THE ISSUE OF DUPLICATE CERTIFICATE / MARKSHEET**

Format of the Affidavit (On Rs. 10/- Judicial Stamp Paper)

Following Affidavit is to be enclosed with the Application Form



I, \_\_\_\_\_ son / daughter of \_\_\_\_\_  
Aged \_\_\_\_\_ residing at \_\_\_\_\_ solemnly affirm and  
state as follows:  
1. I declare that I have lost the original testimonial as detailed below :

Roll No.	Particulars of the Original Testimonial Lost

2. I declare that in spite of diligent search I am unable to trace the originals of the aforesaid document and hence they are lost. If traced, I will produce them before the University.  
3. I declare that I have not misused the same and I shall not misuse the same if recovered.  
4. I declare that for the purpose of \_\_\_\_\_ I need the certified duplicates of the aforesaid document.  
5. It is therefore necessary that on the strength of this affidavit certified duplicates are issued to me by the university.  
6. 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.

**Signature of the DEPONENT**

Solemnly affirmed and signed before me on this day of \_\_\_\_\_  
\_\_\_\_\_ Dt \_\_\_\_\_

**NOTARY PUBLIC**