

D

Serial No:.....

APPLICATION FOR DUPLICATE CERTIFICATE

Name of the Student :

Register Number :

Degree :

Branch :

Certificates applied for (Fill the relevant column)			No. of Certificates applied
Grade sheet	Semester		
Consolidated Grade sheet	Month & Year of last appearance		
Provisional Certificate (Attach CSR Copy)	Month & Year of last appearance		
Degree Certificate (Attach CSR Copy)	Month & Year of last appearance		

Recommendation of the Class Advisor

Signature of the Student

Received the Certificate:

FOR OFFICE USE ONLY

Issued the Certificate on

Assistant Registrar/Section Officer

STUDENT COPY

NAME OF THE STUDENT :

Serial No:.....

CERTIFICATES APPLIED :

TOTAL FEES PAID :

DATE OF SUBMISSION OF APPLICATION:

**Please see overleaf for Instructions*

1. **Students applying for Duplicate Degree Certificate have to enclose 'Non- traceable Certificate' from the police and a copy of the 'Notification' published in the News papers about the loss of Degree Certificate.**

2. **The fee for the issue of various Duplicate certificates:**
 - (a) **Grade Sheet** - Rs. 400/- per Semester

 - (b) **Consolidated Grade Sheet** - Rs. 700/-

 - (c) **Provisional Certificate** - Rs. 1000/-
(No Provisional Certificate will be issued after the Convocation)

 - (d) **Degree Certificate** - Rs. 4000/-

3. **Xerox copy of the statement of marks / certificate for which duplicate is required shall be enclosed, if available.**

4. **Students may pay the fees at the Indian Overseas Bank situated inside the campus or through Demand Draft in favour of "Registrar BSAU Exam Fees".**