



MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

APPLICATION FOR OBTAINING DUPLICATE CERTIFICATES
(IN CASE OF LOSS OF ORIGINAL CERTIFICATES)

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Name of the Duplicate Certificate applied for	
Degree & Branch	
Name of the College / DDE through which studied	
Centre Number	
Month & Year of Passing	

Fee Remittance Particulars	
Demand Draft No.	
Amount paid (in Rs.)	
Date of Remittance	
Place of Bank	
Ac./ No. I. Chalan Date	

1	Name of the Student	In Tamil (Capital)	
		In English (Capital)	
2	Name of the Father (In Tamil)		
3	Register Number		
4	Sex		
5	Fill in the details against the appropriate column		
	a)	Statement of Marks (fill-in the Month & Year of Passing)	
	b)	Consolidated Statement of Marks (fill-in the Month & Year of Passing)	
	c)	Degree Certificate Month and Year in which qualified for the degree Date of convocation in which the degree was conferred	
6	Circumstances under which the certificate was lost.		
7	Whether the prescribed affidavit and other requirements have been enclosed with the application		
8	Address to which the certificate is to be sent		

CHECKING FORMAT (for office use only)

Application received date	Application processed date	Whether the credit particulars of fee verified?	Verification details of academic records TMR/Foil cards etc.,	Remarks, if any
<p>Checked by _____ Supdt. _____ A.R/D.R/S.D.R</p>				

Place:

Date:

Signature of the Candidate

(For Instructions see over leaf)

INSTRUCTIONS TO THE CANDIDATES

1	Duplicate certificate will be issued only when it is lost or destroyed.		
2	Application should be made only by the candidate in the prescribed format and should be sent to the Controller of Examinations directly. Application received on behalf of the candidate will not be accepted.		
3	<p>The following documents should be enclosed along with the <u>application</u>.</p> <ol style="list-style-type: none"> 1. An affidavit detailing the circumstances under which the original certificate was lost. (The affidavit should be duly executed before the Notary Public. 2. Xerox copy of the Statement of Marks, Consolidated Statement of Marks and Degree Certificate for which duplicate is required. 3. The demand draft (Please refer column number 6) 4. Non traceable certificate issued by an Inspector of Police. 5. Original copy of the advertisement in a leading Daily Newspaper regarding the missing of the Certificate / Statement of Marks. 		
4	Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.		
5	The fee for the issue of various certificates is as follows:		
	No.	For obtaining Duplicates	Prescribed fee (in Rs.)
	a.	Statement of Marks (for each semester / year)	5000/-
	b.	Consolidated Statement of Marks	5000/-
	c.	Degree Certificate	7000/-
	d.	Triplicate Mark Statement	9000/-
6	The fees should be paid in the form of demand draft in favour of the "The Registrar, Madurai Kamaraj University" payable at Madurai – 625 021 or in SBI MKU A/c. No.I Chalan. .		
7	Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.		

8	Duplicate Certificate is to be surrendered to the University immediately if the Original Certificate is recovered.
9	<p><u>IN THE CASE OF CURRENT STUDENTS</u></p> <p>For the current students, who are presently undergoing various courses in Affiliated Colleges / University Departments it is enough to send the application duly forwarded by the Principal / the Chairperson of the respective College / School with a certificate as follows.</p> <p style="text-align: center;"><u>MODEL CERTIFICATES TO BE ISSUED BY THE PRINCIPAL / THE CHAIRPERSON OF THE RESPECTIVE COLLEGE / SCHOOL, MKU</u></p> <p>It is certified that Mr./Ms. _____ is studying _____ course in our College / Department and his / her _____ Semester Statement of Marks issued by Madurai Kamaraj University has been lost / destroyed.</p> <p>Place Signature of the Principal / the Chairperson</p> <p>Date Office Seal</p>