REVISED FORM (W.E.F 1.11.2022)

(Please ✓ whichever is applicable)



MADURAI KAMARAJ UNIVERSITY

Accredited by NAAC with 'A++' Grade in the 4th Cycle





(For Office Use Only)

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8.	State whether Photocopy of the following documents are attached [Please (✓)]				
	a) Semester Mark Statement	Yes / No			
	b) Consolidated Mark Statement	Yes / No			
	c) Degree Certificate	Yes / No			
	d) Online Payment receipt	Yes / No			

Address for communication					

Place: Date:

Signature of the Candidate

INSTRUCTIONS TO THE CANDIDATES

1	Duplicate certificate will be issued only when original is lost or destroyed.							
2	Application should be filled and submitted only by the candidate in the prescribed application form and should be sent to the Controller of Examinations . Application received on behalf of the candidate will not be accepted.							
3	Photocopy of the Statement of Marks, Consolidated Statement of Marks and Degree Certificate, for which duplicate is required, with a valid photo identity proof like Aadhar Card, Voter ID, Driving License, etc., issued by the Government should be enclosed along with the application form.							
4	Application Form should be completed 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 are as follows:							
	A.	For obtaining Marksheets in Duplicate for Certificate, Diploma, PG Diploma, UG, PG & M.Phil	Rs.6000/					
	B.	For obtaining Marksheets in Duplicate for MBA, MCA, BE, MBBS, M.S, B.L., & BGL	Rs.7000/-					
	C.	For the Issue of Provisional Certificate in Duplicate	Rs.1000/-					
	D.	for obtaining Degree certificates in Duplicate for Certificate, Diploma, PG Dip., UG,PG & M.Phil	Rs.8000/-					
	E.	For obtaining Degree certificates in Duplicate for MBA,MCA,BE,MBBS, M.S., B.L & BGL	Rs.9000/-					
	F.	For obtaining Degree certificates in Triplicate	Rs.10000/-					
6.	The Online fees should be paid only through State Bank Collect in favour of "The Registar, Madurai Kamaraj University".							
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.	The DDE Candidates should send the application form to 'Additional Controller of Examinations' for obtaining Duplicate / Triplicate Mark Statements.							

Grievances or enquiries regarding the application should only be sent to the following email id: