

REVISED FORM (W.E.F 1.11.2022)



MADURAI KAMARAJ UNIVERSITY
Accredited by NAAC with 'A++' Grade in the 4th Cycle
DUPLICATE / TRIPLICATE CERTIFICATE APPLICATION



(Please ✓ whichever is applicable)

REGULAR		DDE (Correspondence Course)	
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(For Office Use Only)

MKU Ref. No.:

CHECKING FORMAT

Fee Remittance Particulars (to be filled by the candidate)	TMR / Academic records verification (for office use only)
SBI Reference No.:	TMR Page No. :
Date :	
Amount Rs. :	
Fee Verification Seal with Signature	Month & Year of Passing :
	Checked by Supdt. A.R/D.R/S.D.R

Mandatory Field: (To be filled by the candidate)E-mail id: Mobile No.:

(Reference No. for your application will be sent to your E-mail. You can track the status of your application form by using this Ref. No. in our university website)

1	Name of the Candidate	In English (Capital)			
		In Tamil			
2	Name of the Father (In Tamil)				
3	Register Number		4 Name of the course		
4	Name of the College /DDE Centre through which studied		6 Centre Number		
5	Duplicate / Triplicate Applied for	Semester Mark Statement	Consolidated Mark Statement	Provisional certificate	Degree
	Month & Year of Passing				
6	Whether the certificate was lost or damaged?				
7	Whether the ID Proof has been enclosed? Aadhar, Driving License, Passport, Voter ID etc., (Please Specify with Number)				

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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 Registrar, 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:

grievancescemku@mkuniversity.ac.in