

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)						

(For Office Use Only) MKU Ref. No.:

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

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 Eng		glish (Capital)								
			In Tan	nil							
2	Name of the Father (In Tamil)										
3	Register Number					Name	e of the course				
4	Name of the College /DDE Centre through which studied							6	Centre Number		
5	Duplicate / Triplicate Applied for		Mark		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)										

REVISED FORM (W.E.F 1.11.2022)

8.	State whether Photocopy of the following documents are attached [Please (\checkmark)]						
	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 which duplicate is required, with a valid photo identity proof like Aadhar Card, Voter ID, Dr 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	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	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.	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	B Duplicate Certificate is to be surrendered to the University immediately if the Original Certificate is recovered.							
9.	9. The DDE Candidates should send the application form to 'Additional Controller of Examinations' for obtaining Duplicate / Triplicate Mark Statements.							
Gr	Grievances or enquiries regarding the application should only be sent							

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

grievancescemku@mkuniversity.ac.in