

REVISED FORM (W.E.F 1.11.2022)

MKU Ref. No.:

CHECKING FORMAT

Mandatory Field: (To be filled by the candidate)

(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)

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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	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.	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