

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**AMRITA VISHWA VIDYAPEETHAM, COIMBATORE – 641 112**  
**APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE**

Certificate for which applied for * :	Details of payment made
Degree & Branch :	Amount paid Rs. :
College through which Studied / Studying :	Date of Payment :

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1. Name of the Student :
  2. Register Number :
  3. Sex :
  4. (a) If applying for duplicate Statement of Grades/  
Marks, fill in the Month and Year of Exam for  
Which statement is required. :
  - (b) If applying for duplicate degree certificate,  
Fill the :
    - i. Month and Year in which qualified for the  
degree :
    - ii. Date of convocation in which the degree  
was conferred :
  - (c) If applying for duplicate provisional  
certificate / consolidated statement of grades /  
marks fill in the Month & Year of last  
appearance in which qualified for the degree. :
  5. Circumstances under which the certificate was lost :
  6. Whether the prescribed affidavit has been enclosed  
with the application :
  7. Address to which the certificate is to be sent :
  8. E-mail ID & Phone Number :

Place :

Date :

Signature of the Candidate

**FOR OFFICE USE ONLY**

Certificate issued on :

Prepared by :

Folio No. :

Examined by :

Date on which the D.D. was  
sent to Finance Section :

Controller of Examinations

\* Write as Degree Certificate / Statement of Grades / Marks  
 Provisional Certificate / Consolidated Statement of Grades / Marks.

(for instructions see over leaf)