

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrecoverably.
2. Application should be made **only by the candidate in the prescribed format** and should be sent or submitted to the Deputy Controller of Examinations directly. **Application received on behalf of the candidate** will not be accepted.
3. The following documents should be enclosed along with the application.
 - (a) an affidavit giving the circumstances under which the original certificate was lost.

The affidavit should be duly executed before the Notary Public on a Non-judicial Rs.50/- stamp paper.
 - (b) Self – addressed, stamped envelope (for Registered Post).
 - (c) Xerox copy of the grades / marks statement / certificate for which duplicate is required (if available)
 - (d) Fees through online payment and attach the fees receipt-<https://aoap.amrita.edu/gateway/acd/index>
 - (e) For those who apply for Degree Certificate.
 - (i) FIR – Original
 - (ii) The candidate has to provide the full address of the company / organization where he/she works/worked after his/her graduation (year wise details).
4. Application should be completed in all respect. Failure to furnish correct details may cause delay in the issue of the certificate.
5. The fee for the issue of **duplicate Grade Sheet Rs.500/-, Consolidate grade sheet-1000** and for **Degree Certificate Rs.2,500/-**.
6. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.
7. Duplicate Certificate is to be surrendered to the University immediately if the Original Certificate is recovered.
8. Collection of the Certificate- Applicant can collect the certificate directly from Academic Cell with proper ID or through the Authorized person with proper authentication or Applicant may send a self-addressed A4 size envelope for despatching your certificate, affixed with postage stamps sufficient for Speed Post, to

Deputy Controller of Examinations
Academic Cell
Amrita Vishwa Vidyapeetham
Amrita School of Engineering/ Arts and Sciences
Amritapuri Campus
Clappana P.O,Karunagapally
Kollam - 690 525
9. You may follow up the same by mail to transcripts@am.amrita.edu

SI No	Certificate	Student Type	Application form	FIR	Affidavit in	Forwarded to	Preparation Time
1	Grade Sheet	Existing	Yes		Affidavit certified by Principal	Academic cell	Four Working Days
		Pass Out	Yes		Notary Affidavit in Rs.50/ stamp paper	Academic cell	Four Working Days
2	Consolidated	Pass Out	Yes		Notary Affidavit in Rs.50/ stamp paper	Academic cell	Four Working Days
3	Degree Certificate	Pass Out	Yes	FIR	Notary Affidavit in Rs.50/ stamp paper	Academic cell and later forwarded to COE office	Thirty Working Days