

**APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE**

1.	Name of the Candidate as in University records(BLOCK LETTERS)	
2.	Register Number	
3.	Degree of Study	
4.	Branch	
5.	Period of Study	
6.	Duplicate of which Certificate required (Write as Degree certificate / Semester Grade Card / Provisional Certificate / Consolidated statement of marks)	1. 2. 3. 4.
7.	If applying for duplicate statement of Marks, fill in the Month and year of exam, for which mark statement was issued.	
8.	If applying for duplicate degree certificate fill in the 1. Month & year in which qualified for the degree 2. Date of convocation in which the degree was conferred	
9.	If applying for duplicate provisional Certificate / consolidated statement of marks fill in the Month & Year of last appearance in which qualified for the degree	
10.	Circumstances under which the certificate was lost / destroyed	
11.	Write the name of the news paper and date of publication regarding the loss of certificate. (Attach the original news paper page)	
12.	Whether the prescribed affidavit of NOTARY public /FIR Copy has been enclosed with the application	
13.	Postal Address and Contact Mob. Number of the applicant	Pin Code: Mob.: Number:
14.	Payment Details (Attach the copy of payment receipt)	Amount Paid
		Date of Payment
		Transaction details

Signature of the Candidate

Accounts Department

Signature of the HOD

**For Office Use Only**

Sl. No of the Certificate:

Date of Issue:

Controller of Examinations

## **Fees structure and Payment Details**

1. The fee structure to apply for the **DUPLICATE CERTIFICATES** are shown below:

Semester Grade Card	Rs. 1,000/- per grade card
Provisional certificate	Rs.1,000/-
Consolidated Grade Card	Rs. 2,000/-
Degree Certificate	Rs.3,500/-

2. The fee can be remitted in any one of the following payment modes:

a. Pay the fees in the Tamil Nadu Mercantile Bank

**A/c No. 026150050800200**

**(IFSC code: TMBL0000026, Thalakulam Branch)**

**or**

b. Pay through the BHIM UPI payment mode by scanning the following **QR code** and **pay the amount** or **pay to the UPI ID: niexamfee@tmb.**

3. For Duplicate Degree Certificate, the candidate should submit a

**request letter (either handwritten/typed)** addressed to

The Controller of Examinations,  
Noorul Islam Centre for Higher Education,  
Kumarcoil-629 180.

4. The applicants should attach the payment receipt along with the application.

