



GALGOTIAS UNIVERISTY
UTTAR PRADESH
(Office of the Controller of Examinations)

APPLICATION FORM FOR DUPLICATE DEGREE / GRADE CARD
(In case of Lost/Damage/Theft)

Important Note:

1. Read instructions carefully before filling this form
2. Use separate form for each certificate
3. No person is entitled to apply on behalf of another person
Or to receive Degree/ Grade

All the particulars given below should be filled by the candidate carefully, neatly and accurately in his/her own handwriting. The office will not be responsible for any delay in case the form is found to be incomplete.

1. Name of the student (Block Letters).....(as per admission form)
2. Father's Name (Block Letters).....
3. Admission No.....Enrolment No.....
4. Nature of Certificate required.....
(i.e. Duplicate Degree / Grade Card (in case of lost/damage/theft))
5. Give reason for applying.....
6. Name of the School.....
7. Name of the Programme.....

Note: Fee receipt & Copy of FIR to be enclosed

Fee for applying Duplicate Degree/ Grade Card to be filled by the student

Document	Fee per document (Rs.)	No. of Copy	Total Amount (Rs.)
Degree	1,500/-		
Grade Card	300/-		

Declaration:

I solemnly declare that the particulars filled in by me are correct and in case of any discrepancy found therein, I shall be responsible for the consequences.

Dated.....

.....
Signature of the Student

Email ID.....

Mobile number of the student.....