



Ramakrishna Mission Vivekananda Educational and Research Institute

(Deemed-to-be University as declared by Government of India under Section 3 of UGC Act, 1956)
[Formerly Known as Ramakrishna Mission Vivekananda University], Belur Math, West Bengal, India

APPLICATION FORM FOR DUPLICATE GRADE-SHEET & CERTIFICATES

To The Controller of Examinations

Ramakrishna Mission Vivekananda Educational and Research Institute, Belur Math, Howrah, West Bengal - 711202

Respected Maharaj / Sir

I want the following certificates: Duplicate Transcript (____ copies), Duplicate grade-sheet (____ copies), Provisional certificate, Character certificate, Migration certificate & Transfer certificate, Others: _____ (Strike-off whichever is not applicable) against the following information.

Name in full (in block letters):

ID No. : _____ Course of Study: _____

Date of Birth: _____ Father: _____

Aadhaar No.: _____ Mother: _____

Campus/Off-campus centre located at: _____

Examination last appeared under this university and Year: _____

Whether successfully completed all the academic requirements (Yes / No): _____

No Dues declaration from the Accounts Section (if applicable): _____

Have you earlier received the above mentioned certificate(s) (Yes/No): _____

Reason of obtaining the certificates: _____

Address for correspondence: _____

Contact No.: _____ E-mail: _____

Amount of fee paid: Rs. _____ (Please enclose the receipt); Online payment order no. _____

Declaration of the Applicant

Statements made above are true and correct and document(s) furnished along with this form are genuine to the best of my knowledge and belief. I declare that I have not been debarred from appearing in any examination due to disciplinary reasons during the period of my study in this University. I further declare that I have submitted requisite copies of my project report/dissertation/thesis to the university and have cleared all my dues to the University. *(strike off whichever is not applicable)*

Date :

Full Signature of the applicant

Recommendation of the Administrative Head / Dean / HOD / Course-Coordinator

The particulars stated above have been checked and found to be correct to the best of my knowledge. The student has fulfilled all the academic requirements. The above mentioned Certificates may be issued to the student.

Full Signature of the Administrative Head/ Dean /HOD/ Course-coordinator with Seal and Date

General Information:

1. Fee: Rs. 200/- for each of the character certificate, migration certificate, transfer certificate, provisional certificate & duplicate semester gradesheet, Rs.500/- for each of the duplicate transcript & duplicate degree/diploma certificate (one time, in case of loss). Urgent: double of the normal fee (to be delivered on the same day or within next 2 days by hand at Belur subject to the convenience of the office at Belur). If the student wants the certificates to be sent by speed/registered-post then he/she has to deposit Rs.100/- extra.
2. No-Dues certificate to be enclosed (to obtain provisional/migration/transfer certificates).
3. In case of loss of the transcript/grade-sheet/certificate a declaration from the student regarding the lose in writing is required along with a document of the complaint regarding the loss to the local Police station to be enclosed.
4. To get duplicate transcripts/ grade-sheets the student has to enclose the proofs that the foreign universities / Institutions he/she applying for, want duplicate transcripts to be issued by the our university and to be sent to those universities/Institutions (Rs.500/- for each of the duplicate transcript) .