



# 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 Certificate, 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. :

Programme:

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 grade-sheet / certificate(s) (Yes/No):

Reason of obtaining the grade-sheet / certificates:

Address for correspondence:

Contact No.:

E-mail:

Amount of fee paid: Rs. \_\_\_\_\_ ; Online payment order no. \_\_\_\_\_ (Enclose the receipt/proof)

### 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 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-Cordinator

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 in next 3 working 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 the student has to enclose: 1. Photocopy of the transcript/grade-sheet/certificate 2) Copy of FIR filed with Police intimating the loss of the Certificate 3) Non traceable Certificate/ letter issued by the Police authority 4) Affidavit on Non-Judicial Stamp Paper of Rs. 10/-) with an undertaking to return the duplicate degree in the case of original is found. (Format of affidavit is given as a separate sheet). Processing time for issuing duplicate certificate is about 3 weeks.

4. To get duplicate transcripts/ grade-sheets for applying for admission to the foreign universities, 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).