

Application for issue of Duplicate CERTIFICATE / MARKS CARD / IDENTITY CARD

Read the instructions before filling the Application form
UNIVERSITY (Specify whether MAHE / SMU)

1. Applicant's Address

Name:	
(In Block letters)	
Address	
Pincode	

2. Study center's Address

Center Code	
Name:	
Address	
Pincode	

3. Roll Number	
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4. Tel No (with STD code)	
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5. Email	
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6. Request for the issue (tick as applicable)

DUPLICATE CERTIFICATE ☐

DUPLICATE MARK CARD ☐

DUPLICATE ID CARD ☐

7. Reason (Indicate briefly the reason or obtaining above certificate):

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8. Details of fees paid

DD / Challan No	DD date	DD Amount (Rs)
Bank name	Payable at Manipal / Udupi	

Certified that I have passed in all semesters and the information given above is correct and following documents are attached

☐ Affidavit as per University specimen duly certified by Notary Public.

☐ New ID card form dully filled & affixed with photograph (for reissue of ID card only)

Place:

Date:

Signature of the candidate

9. Applicant's address to which the certificate to be sent

For Office Use

Verified by

Documents

Approved for issue

Despatched on
References

Name:	
(In Block letters)	
Address	
Pin code	

FORMAT OF THE AFFIDAVIT (on Rs 15/- Judicial Stamp paper)

Before the Controller of Examination of the University - SMU / MAHE (specify)

_____ (name of the student) _____ deponent

I, _____, son / daughter of _____

aged _____ residing at _____

solemnly affirm and state as follows::

1. I say that I have lost the originals of the following certificates issued by the university (specify SMU/MAHE) . I hereby attach the copy of FIR lodged with the police / (other forms of complaints lodged if any)

Reg No

Particulars of the certificates lost

2. I say that in spite of diligent search I am unable to trace the originals of the aforesaid certificates and hence they are taken as lost. If traced, I will produce them before the University.

3. I say that I have not misused the same and I shall not misuse the same if recovered.

4. I say that for the purpose of

I need the certified duplicates of the said certificates.

5. It is therefore necessary that on the strength of this affidavit certified duplicates are issued to me by the university.

6. All this is true.

Signature of the DEPONENT

Solemnly affirmed and signed before me on this day _____
of _____

Dt _____

NOTARY PUBLIC

NOTE:

Application with documents must be sent to

Additional Registrar
Office of Student Evaluation
Sikkim Manipal University
1st Floor, Corporation Bank Building
MANIPAL - 576 104.
Phone:+918204297200.Fax: +91 820 2573008.
Email: smucontrollerde@manipalu.com