



திருவள்ளூர் பல்கலைக்கழகம்

THIRUVALLUVAR UNIVERSITY

Serkkadu, Vellore - 632 115

Tamil Nadu, India

**APPLICATION FOR ISSUANCE OF DUPLICATE DEGREE CERTIFICATE**

1.	Name of the candidate (as Registered in this University)	:	In English
		:	In Tamil (தமிழில்)
2.	Register No.	:	<input type="text"/>
3.	Date of Birth	:	<input type="text"/> <input type="text"/> <input type="text"/>
4.	a) Name of the college in which the candidate has studied the course	:	
	b) College Code	:	<input type="text"/>
5.	Degree of study	:	
6.	Period of study	:	
7.	a) month and year in which he/she has qualified for the degree	:	
	b) date of convocation in which the degree was conferred	:	
8.	Circumstances under which the certificate was lost / destroyed	:	
9.	Whether the original FIR, Not traceable certificate and affidavit have been enclosed with this application	:	Yes / No
10.	Present / Permanent Residential address for Communication with Pin code	:	
11.	Particulars of the fee paid a) Amount b) Name of the Bank c) DD No & Date	:	

**Signature of the Candidate**

For office use only

Prepared by:		Date of issue :	
Examined by:			
Controller of Examinations		Folio No :	



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**INSTRUCTIONS**

1. Duplicate Degree certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be completed in every respect, otherwise it will be rejected.
3. Fee towards applying for issuance of Duplicate Degree Certificate is Rs.150/-. The DD should be drawn in favour of "**The Registrar, Thiruvalluvar University**", payable at **Vellore** from any Nationalised Bank.
4. Fee once paid will not be refunded or adjusted under any circumstances.
5. Original FIR copy, Non traceable certificate, affidavit and attested photo copy of the degree certificate (if available) should be enclosed for the issue of duplicate degree certificate along with this application.
6. Application should be sent/submitted only by the candidate in the prescribed format. Application sent/submitted on behalf of the candidate will not be accepted.
7. Application along with the enclosures should be sent to "**The Controller of Examinations, Thiruvalluvar University**", Vellore - **632 115**.

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**GUIDELINES FOR THE ISSUANCE OF DUPLICATE DEGREE CERTIFICATE**

**The following particulars should be accompanied with the application for issuance of the Duplicate Degree Certificate:**

1. Non-traceable certificate issued by the Police official (duly signed by the Inspector or Sub-Inspector) by mentioning Crime and Occurrence sheet Number and Date (original) [Appendix - 1] Non-traceable certificate without Crime and Occurrence sheet number and date is not acceptable.
2. An affidavit on a Twenty rupees Non-Judicial Stamped Paper duly signed on the prescribed stamp by the Notary Public (original) [Appendix - 2]
3. Self addressed Registered post envelope at the size of 11"x15" duly requisite postal stamps affixed on it.
4. Attested photo copy of Provisional and / or Degree Certificate, if available.
5. Demand draft for a sum of Rs.150/- drawn in favour of "**The Registrar, Thiruvalluvar University, payable at Vellore**".
6. The amount once paid will not be refunded on any circumstances.

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[Appendix - 1]

## **FORMAT OF THE NON-TRACEABLE CERTIFICATE**

### **CERTIFICATE**

This is to certify that a case/report of missing was received from Thiru / Tmt / Selvi.....S/o/D/o..... residing at ..... The complainant reported that he/she missed..... In this connection all possible steps were taken to trace the missing certificate(s) and were not traceable. The missing report was also published in Crime and Occurrence Sheet No. ....dated .....

**Signature of the  
Inspector / Sub - Inspector with seal.**



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[Appendix - 2]

**SWORN-IN-AFFIDAVIT**

**Affidavit for the issue of Duplicate Degree Certificate duly typed in Non - Judicial Stamp  
Paper value of Rs.20/-**

I,.....S/o/D/o.....  
..... aged about ..... years,  
residing.....  
do hereby solemnly affirm and sincerely state as follows.

I, declare and state that I have lost my ..... degree  
certificate(s) issued by the Thiruvalluvar University, bearing Registrar No  
..... passed in ..... (month & year) through  
.....

..... I submit that I have tried my best to trace  
out them, but could not trace the certificate(s). I submit that I have immediately  
lodged a complaint at the Police Station on ..... I submit that my  
complaint was also published in the Crime and Occurrence Sheet Vide No  
..... and / date ..... issued by the Police  
Station.

I submit that I am in need of a Duplicate Degree Certificate for my further  
studies as well as for my employment purposes and hence I swear this affidavit.

I submit and request the University to issue the Duplicate Degree  
certificate(s) I submit and assure that I will return the Duplicate Degree  
Certificate(s) to University, if my original Degree Certificate(s) is/are found by  
me.

I submit that the above statement is true to the best of my knowledge

The above deponent sworn the above  
and signed herein before me on this  
day .....day of .....20

**DEPONENT**

Before me

**Signed & Seal on the Notary Public**