



Islamic University of Science & Technology, Awantipora

**APPLICATION FORM FOR OBTAINING THE DUPLICATE/REVISED CERTIFICATE  
DEGREE /DIPLOMA/PROVISIONAL/MARKS /TRANSCRIPT**

1. Name (In Capitals) \_\_\_\_\_
2. Father's Name (In Capitals) \_\_\_\_\_
3. University' Registration No. \_\_\_\_\_
4. Name of the Examination/Course for which Degree certificate /Provisional certificate /Marks certificate /Transcript certificate is required:  
\_\_\_\_\_
  - a) Date of joining the course \_\_\_\_\_
  - b) Roll No. \_\_\_\_\_
  - c) Result \_\_\_\_\_
  - d) Year/Session \_\_\_\_\_
  - e) Year of completing the course \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_
6. Address for Correspondence: \_\_\_\_\_
7. e-mail Id: \_\_\_\_\_
8. Mobile/Telephone No. (with STD code) \_\_\_\_\_
9. Reasons for applying for Duplicate/ Revised Certificate (supported by documentary evidence)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Fee of Rs. \_\_\_\_\_ paid vide Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

I solemnly declare that all the particulars given by me are correct.

Dated: \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

**For office use**

The application has been examined/ verified and found in order. The candidate has completed all the required formalities and has satisfied all the requirements of the statutes including the deposition of fee as prescribed for the course.

Dealing Assistant

Sr. Assistant/ Section Officer

Assistant Registrar/Deputy Registrar

Controller of Examinations

**Instructions**

The candidate has to submit the following documents along with the application form:

- a) Affidavit from 1st. Class Judicial Magistrate on the prescribed format
- b) Copy of public notice published in local leading newspaper
- c) Self attested copy of Identity Proof
- d) Self attested xerox copy of the following, if available.
  - Marks Certificate
  - Provisional Certificate
  - Degree Certificate.

**Processing Fee:**

- |  |           |
|--|-----------|
| - Duplicate/ Revised Degree/ Diploma Certificate | Rs. 700/- |
| - Duplicate/ Revised Marks Card (Per Marks Card) | Rs. 700/- |
| - Duplicate/ Revised Provisional Certificate     | Rs. 700/- |
| - Duplicate/ Revised Transcript                  | Rs. 700/- |

The fee shall be paid in the form of Bank Challan, fee once paid will not be refunded nor adjusted for any other certificate under any circumstances.

**Duplicate certificates required:** \_\_\_\_\_  
\_\_\_\_\_



**ACKNOWLEDGEMENT**

Received application form on \_\_\_\_\_ for issue of Duplicate certificate: Degree/Prov/Marks/Transcript Certificate of  
(Course).....

Name: .....

Registration. No..... Exam passed in the year (session/year).....

Exam. Roll No. ....

Date of the submission of application .....

Dealing Assistant

Signature: .....

(Name): .....

Date: .....

ANNEXURE-II TO CHAPTER-XXI

**FORMAT OF AFFIDAVIT TO BE EXECUTED ON NON- JUDICIAL STAMP PAPER OF THE VALUE OF Rs. 20/- BEFORE A 1<sup>st</sup> CLASS MAGISTRATE FOR ISSUANCE OF DUPLICATE CERTIFICATE.**

I hereby solemnly declare that I \_\_\_\_\_ Son/ Daughter of  
\_\_\_\_\_ resident of  
\_\_\_\_\_ appeared in the  
\_\_\_\_\_ Examination in the  
year \_\_\_\_\_ under Roll No \_\_\_\_\_ and passed. I further declare that  
Degree/ Provisional/ Marks certificate issued to me has been destroyed lost and that I have a real need for its duplicate. In  
case the original certificate is found, I will return it to the University.

Further, I declare that the particulars given above are correct and in case of any discrepancy I shall be responsible for any  
consequences that may arise out of it.

DEPONENT

**Verification**

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been  
concealed therein.

Date:

Place:

DEPONENT