



# SYMBIOSIS

INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC act 1956 vide Notification No.F.9-12/2001-U.3 of the Government of India)

(Accredited by NAAC with 'A' Grade)

## Application form for issuance of Duplicate Degree / Diploma Certificate

To

The Registrar  
Symbiosis International University  
Lavale,  
Pune – 412 115

**Subject: Application for issue of Duplicate Certificate.**

Sir,

Kindly issue me the duplicate certificate of Degree / Diploma programme (as detailed below), as the original is lost / misplaced / not traceable and hence is not available with me,

- a) Name of the alumni \_\_\_\_\_  
b) Name of the Institute \_\_\_\_\_  
c) Programme \_\_\_\_\_  
d) Permanent Registration No. (PRN) \_\_\_\_\_  
e) Correspondence address \_\_\_\_\_  
\_\_\_\_\_

(Mobile) \_\_\_\_\_ Email \_\_\_\_\_

- f) As required, I enclose Affidavit cum Indemnity, **duly notarized** to enable you to consider my request for issue of duplicate certificate. Please also find enclosed a Demand Draft, Demand Draft number \_\_\_\_\_ of amount Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ Bank dated \_\_\_\_\_

Yours faithfully,

**(Signature of alumni)**

Encl: Affidavit cum indemnity

## Procedure to be followed for the issuance of duplicate certificate/s

Candidate has to apply for Duplicate Degree or Diploma Certificate in prescribed application form along with demand draft for the fees in favour of **Symbiosis International University, payable at Pune** and to be sent to Controller of Examinations, SIU.

Candidate should **submit Affidavit duly notarized** and apply on a plain paper giving details as shown in the application form.

Candidates should attach Xerox copy of the Statement of Marks, Grade Sheet, Certificate of Passing, Consolidated Grade Sheet, Degree or Diploma Certificate along with application form.

Duplicate Certificate will be sent through the courier to the concerned candidates within **fifteen days from the receipt of application.**

### Fees:

Sr. No	Nature of Certificates	Amount (Rs.)
1)	Degree Certificate	Rs. 2000/-
2)	Diploma Certificate	Rs. 1000/-
3)	Foreign Students Degree / Diploma Certificates	US \$150
4)	Admit Card, Statement of Marks / Grade Sheet for each semester, Consolidated Statement of Marks / Consolidated Grade Sheet, Passing Certificate	Rs. 300/- each
5)	Postage within India	Rs. 250/-
6)	Postage outside India	Rs. 1000/-