



# SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

Accredited with Grade "A" by NAAC | 12 B Status by UGC | Approved by AICTE

www.sathyabama.ac.in

## APPLICATION FORM FOR DUPLICATE MARK / GRADE SHEETS OF ALL COURSES

1. Name of the candidate(in Upper case): \_\_\_\_\_
2. Branch of study : \_\_\_\_\_ Batch of Study: \_\_\_\_\_
3. Register no. of the candidate during his/her period of study :
4. Date of birth: As mentioned in HSC / TC, DD/MM/YY .....
5. Father's name: As found in TC .....

## DETAILS OF DUPLICATE COPY OF MARK / GRADE SHEETS REQUIRED

(See backside for instructions)

Month & year of exam (Nov /Apr)					
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Month & year of exam (Nov /Apr)					

- (i) Total No. of Duplicate Marks / Grade sheets required : .....x Rs.200 = Rs.....
- (ii) Total No. of Duplicate Consolidated Marks / Grade sheets required :.....x Rs.300 = Rs.....
- (iii) Duplicate copy of Transfer Certificate required : ..... x Rs.300 = Rs.....
- (iv) Duplicate copy of Degree Certificate required : .....x Rs.4000 = Rs.....
- (v) Migration Certificate required : .....x Rs.200 = Rs.....

Total amount paid = sum of (i) + (ii)+ (iii)+(iv) + (v) +postal charges = \*Rs. ....

\*Note: Payment by Challan mode only in person.

6. Probable date of collection of testimonials: One Week to 10 working days from date of receipt of requisition letter at the Controller of Examinations Office.

7. Mode of Receipt of Duplicate certificates : BY POST OR COURIER / IN PERSON

8. Provide the complete Mailing address (Write in upper case Letters)

Pin code :	E-mail:
Mobile No.	Phone with STD code:

Date:

Signature of the applicant with name

<b>FOR OFFICE USE ONLY</b>	
Request No. _____ Dated: _____	Due Date: _____
Received by _____	Received the above duplicate copies in person
Despatched by Speed Post / Registered Post	
Despatched on _____	
<b>Signature of Despatcher</b>	<b>Name and Signature of Receiver with Date</b>

## INSTRUCTIONS

The Duplicate copies of the following certificates will be issued by printing the required documents on security paper.

Sl. No.	Details	Amount
1	Marks / Grade sheets of all courses	Rs.200/sheet
2	Consolidated Marks / Grade sheet of all courses	Rs.300/sheet
3	Transfer Certificate	Rs.300/- each
4	Degree certificate	Rs.4000/-
5	Migration Certificate	Rs.200/-

### POSTAL CHARGES (Except Degree Certificate)

Mode of post	Charges within India	Remarks
By registered parcel post (up to 500 grams)	Rs. 300	up to a Maximum of 40 sheets
By speed post within India (up to 200 grams)	Rs.200	Approx.15 sheets

- **DO NOT SEND THE APPLICATION BY POST. TO BE SUBMITTED IN PERSON ONLY.**
- **PAYMENT IS TO BE MADE AT “Student Help Desk”.**
- **Duplicate copy of Mark / Grade sheets, Consolidated Mark / Grade sheet:**  
Students who require Duplicate copies of the above testimonials, have to submit duly filled-in prescribed application form (IN PERSON ONLY) along with photocopies of the certificates for which they are applying, to **Student Help Desk, SathyabamaInstitute of Science and Technology.**
- **Duplicate copy of Degree Certificate/Transfer Certificate:** Those who are applying for Duplicate copy of Degree Certificate/Transfer Certificate, should submit the following along with the application form
  - (i) A FIR Non traceable certificate Copy (in original) from the police station limits where it was lost.
  - (ii) A photo copy of Degree Certificate, for which they are applying along with Transfer certificate
  - (iii) A recent Passport size colour photograph (neatly dressed – gents with proper hair cut and clean shaven with light coloured shirt and Tie, Ladies in a saree)
  - (iv) Send the soft copy of the Photograph with all other details, by e-mail to [coe@sathyabama.ac.in](mailto:coe@sathyabama.ac.in). This would enable us to take the degree as early as possible.
- **Maximum time for issue of certificates:** For all certificates, except Degree Certificate, a Maximum time of 10 working days from the date of receipt of Application form at the Controller of Examinations office. For Duplicate copy of Degree Certificates, it may take much longer duration. Please contact the COE office for maximum time for receipt of Duplicate Degree.
- **Enquiry about the status of application:** The status of the application may be enquired by mentioning the application number. Contact Phone No.044-24500645, 24501365, E-mail: [coe@sathyabama.ac.in](mailto:coe@sathyabama.ac.in).
- **To collect the certificates in person:** If the candidate is collecting the certificates in person, you are requested to bring the receipt which was issued by our COE office at the time of submitting the application. The certificates will not be issued to any other person, without an authorization letter, identification proof and receipt.