

**FORM – COE-C05****OFFICE OF THE CONTROLLER OF EXAMINATIONS***Email Id. infocoe@jisuniversity.ac.in**Contact No. +91-8336047403***APPLICATION FOR ISSUANCE OF DUPLICATE GRADE CARD / DEGREE CERTIFICATE**

Name of the student: _____

Programme (B.A./B.Sc./B.Tech/etc.): _____ Branch: _____

University Registration No. _____ of _____

Current Sem/Year(for current student): ____ Year of passing out(for passed-out student): ____

Name of the duplicate certificate needed (tick which needed)	Semester(s)	Reason (tick which applicable)		Fee	Total Amount payable	Signature with seal, Accounts dept.
		Lost	Damaged			
Grade Card				₹500 per Card		
Degree Certificate	NA			₹2000		

Copies needed to be attached:

1. Photocopy of GD / FIR of Police Station (for lost doc.) or, All original docs. (for damaged doc)
2. Photocopy of Registration Certificate
3. Photocopy of last Admit Card
4. Fees receipt

_____ (signature of the applicant)

Phone Number of the applicant: _____

Email id of the applicant: _____

FOR OFFICE USE ONLY

Examined by: _____

Certificate dispatched on: ____ / ____ / _____

Received Certificate(s) with Serial No. : _____

Mode of intimation to the student: Email/Telephone

Signature of the student_____
Office seal_____
Controller of Examinations, JIS University