SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)
Accredited A++ Grade by NAAC | 12B Status by UGC | Approved by AICTE
www.sathyabama.ac.in

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APPLICATION FORM FOR DUPLICATE MARK / GRADE SHEETS OF ALL PROGRAMMES
(Read the instructions before filling this application form)

Name of the candidate(in Upper case)	
Programme, Branch and Batch of study	
Register no. of the candidate during his/her period of study	
Date of birth: As mentioned in HSC / TC, DD/MM/YY	
Father's name: As found in TC	

DETAILS OF DUPLICATE COPY OF MARK / GRADE SHEETS REQUIRED
Tick (√) the relevant semester mark and write the month and year of exam

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

(i) Duplicate Marks / Grade sheets required	….......× Rs.1000 = Rs……….
(ii) Duplicate Consolidated Marks / Grade sheets required	…….× Rs.1500 = Rs……….
(III) Duplicate copy of Transfer Certificate required	…..... **x** Rs.1000 = Rs…........
(iv) Duplicate copy of Degree Certificate required	…….× Rs.4000 = Rs……….

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

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

Mode of Receipt of Duplicate certificates except degree certificate-strikeout whichever is not applicable	BY SPEED POST/**PROFESSIONAL COURIER / IN PERSON
Provide the complete postal address within India only (Write in upper case Letters)	

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

Date: Signature of the applicant with name

FOR OFFICE USE ONLY
Request No._____Dated:_____   Due Date: _____
Received by _____
Despatched by Speed Post / Professional courier   Received the above duplicate copies in person
Despatched on _____
Signature of Despatcher   **Name and Signature of Receiver with Date**

P.T.O

INSTRUCTIONS

The Duplicate copies of the following certificates will be issued by printing the required documents on security paper. Candidates who require Duplicate copies of **Mark/Grade sheets, Consolidated Mark/Grade sheet, Transfer Certificate, Degree Certificate**, 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, Sathyabama Institute of Science and Technology, Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600119.** Incomplete application or without the required attachments will not be considered.

Sl. No.	Details	Amount
1.	Marks / Grade sheets of all courses	Rs.1000/sheet
2.	Consolidated Marks / Grade sheet of all courses	Rs.1500/sheet
3.	Transfer Certificate	Rs.1000/- each
4.	Degree certificate	Rs.4000/-

POSTAL/COURIER CHARGES (within India only Except for Degree Certificate)

Mode of post/**Courier	Charges within India	Remarks
Within India by speed post/Courier** (up to 500 grams)	**Rs.300**	Maximum of 40 sheets
Within India by speed post/Courier** (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 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
  - A FIR Non traceable certificate Copy (in original) from the police station limits where it was lost.
  - A photo copy of Degree Certificate, for which they are applying along with Transfer certificate
  - A recent Passport size colour photograph (neatly dressed – gents with proper haircut and clean shaven with light coloured shirt and Tie, Ladies in a saree)
  - Send the soft copyof the Photograph with all other details, by e-mail to 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.

- **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.

**NOTE: If a candidate wants to receive the duplicate copies (except degree certificate), by courier mode should check the availability of "Professional Courier" service in their area. The duplicate certificates except Degree Certificate will be sent within India either by speed post or by "Professional Courier" only.