



**Conditions/Instructions to the Candidate**

1. Each information/verification/document, etc. sought from the candidate, as shown overleaf and below (see CHECK LIST), is an essential requirement for issue of the DUPLICATE degree/diploma/certificate and must be therefore be furnished/enclosed.
2. If the marksheet and/or internship certificate has/have also lost a duplicate copy thereof may obtained first so that attested photocopy of the same may be enclosed with this application.
3. Enclose an affidavit as per proforma given (if the degree/diploma/cert. is lost or destroyed or spoiled beyond recognition), duly certified by a First Class Magistrate.

OR

Enclose the original degree/diploma/cert. if the same can be recognized to be genuine.

4. If more than one duplicate degree/diploma/certificate are needed and affidavit is one, original affidavit be attached to one application and self attested photocopies be attached to other applications for issue of the degree/diploma/certificate.

**PROFORMA FOR THE AFFIDAVIT**

**BEFORE CONTROLLER OF EXAMINATIONS**

A.M.U., Aligarh (U.P.)

**AFFIDAVIT**

Affidavit of .....  
 son/daughter/wife of .....  
 resident of .....

I, the above named deponent, do hereby solemnly affirm and state on oath as under:

1. That the deponent is resident of above address.
2. That the deponent passed.....examination in 19 ..... from the Aligarh Muslim University with Roll No. .... and Enrolment No. .... and was placed in the ..... division and obtained the degree/diploma certificate in 19 .....
3. That the degree/diploma/certificate of the said exam has really been destroyed by ..... / lost and is not traceable in spite of making best efforts. If it is found, the deponent will return it to the A.M.U.
4. That the deponent now need a duplicate of the said degree/diploma/certificate.

Deponent

**VERIFICATION**

Verified ..... (place) on this ..... day of ..... 19..... that the contents of para 1 to ..... of this affidavit are true to the best of my knowledge and belief. Nothing has been concealed. So help me God.

Deponent

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3. ; g f d m i j k D r i j h k d h l u n @ e k k i = o k l r o e a ..... l s r c k g g k s x b Z k s x b Z v k S d k Q h i z k d s c k o t w u g h a f e y h A v x j f e y x b Z r k s ' k i F d r k Z m i s , o , e o ; @ d k s y k S k n s k A

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**CHECK LIST : (Please tick P the boxes or write 'NA' if not applicable)**

1. All the entries have been made and checked.
2. Cash Receipt is pasted overleaf.
3. Photograph of the candidate pasted and signed across
4. Photograph of candidate attested as required and seal affixed .....
5. The candidate has signed at the end of the form.
6. An affidavit as per proforma given above is enclosed in original (duly certified by a First Class Magistrate).

OR

- The spoiled/mutilated document is enclosed in original.
7. Certificate of Identification has been signed by the Dean/the Chairman and seal affixed.
8. A photocopy of marksheet of the exam the document is required for (or notification in case of M.Phil./Ph.D. Scholars) is enclosed.
9. In case of MBBS/BUMS \degree, an attested photocopy of internship certificate is also enclosed.

**IMPORTANT:** The duplicate degree/diploma/cert. will be handed over only to the candidate.