



Senate of Serampore College (University)

REQUISITION FORM FOR

- A. DEGREE CERTIFICATE ()
 B. DUPLICATE DEGREE CERTIFICATE ()
 C. PROVISIONAL CERTIFICATE ()
 D. TRANSCRIPT ()
 (TICK ✓ WHICHEVER IS REQUIRED)

Name : _____

Full Address: _____

Phone No. : _____ Email ID : _____

Registration No. : _____ Course : _____

Branch: _____ Year of Graduation : _____
 (if applicable)

Name of College: _____

Fee Paid ₹: _____ Draft No. : _____

Name of the Bank, Branch and
 Date of issue: _____

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Date: _____

 Signature of the Candidate

I certify that the above entries made by the applicant are correct and the documents be issued

 Signature of the Principal (where studied)

OR

 Signature of the Gazetted Officer⁺
 (Only in case of External Students)

Name: _____

Official seal

⁺ Gazetted Officer shall sign only in the case of D.Min, B.C.S and Dip.C.S.. Students are expected to show their ID Card / Admit card to the officer for verification of the information.

NB:

- i. The form should be filled in legibly and signed by the student.
- ii. The form should be submitted through the Principal of the College through which the candidate appeared at the said examination.
- iii. The Requisition Form should be sent with the fee as applicable:

		For Overseas delivery (including postage and urgent fee)
Degree Certificate	Rs. 750.00	US\$50
Duplicate Certificate	Rs. 2000.00	US\$70
Provisional Certificate	Rs. 500.00	
Transcript	Rs. 300.00	US\$15
Urgent Delivery Fee	Rs. 200.00	

- iv. Mention correct address. Senate will not be responsible for any postal loss.
- iv. All fees should be paid by Bank Demand Draft drawn in favor of: **The Registrar, Senate of Serampore College, Payable at Kolkata**
- v. No certificate shall be issued unless this form is dully filled in.
- vi. Fees once paid, shall not be returned/adjusted.
- vii. Duplicate certificate will be issued on the submission of and affidavit signed by a First Class Magistrate together with an attested copy of the FIR lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original certificate has been irrecoverably lost/destroyed/defaced, and on payment of the fee prescribed.
- viii. Duplicate certificate shall be issued once only.
- xi. Form for affidavit to be executed on a non-judicial stamp paper of the value of ₹ 10/- before a first class magistrate:

AFFIDAVIT

I, -----son/daughter of -----Resident of

Do hereby solemnly declare that the original degree certificate dated-----
To me by the Registrar, Senate of Serampore College (University), Serampore, 712201 on my passed
the ----- examination under Senate Registration No----- has been lost/
destroyed.

(I have filed an FIR with ----- Police Station----- and a copy of
the same duly attested by a gazetted officer/first Class magistrate is appended hereto.

I also understand that if my original degree certificate which has been lost, if put to any unfair use by the
person who may lay on it, shall stand for the damages which may accrue from such use.)

Deponent

Signature

Address

VERIFICATION:

Verified at-----this day of ----- that the contents of my affidavit are true to the best
of my knowledge.

Deponent

SWORN BEFORE ME