

# Application for issue of Duplicate CERTIFICATE / MARKS CARD / IDENTITY CARD

Read the instructions before filling the Application form

UNIVERSITY (Specify whether MAHE / SMU) \_\_\_\_\_

## 1. Applicant's Address

Name: \_\_\_\_\_  
(In Block letters)  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pincode

## 2. Study center's Address

Center Code   
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pincode

3. Roll Number

4. Tel No \_\_\_\_\_  
(with STD code)

5. Email \_\_\_\_\_

## 6. Request for the issue (tick as applicable)

DUPLICATE CERTIFICATE

DUPLICATE MARK CARD

DUPLICATE ID CARD

## 7. Reason (Indicate briefly the reason or obtaining above certificate):

\_\_\_\_\_

## 8. Details of fees paid

DD / Challan No	DD date	DD Amount (Rs)
Bank name	Payable at Manipal / Udupi	

Certified that I have passed in all semesters and the information given above is correct and following documents are attached

Affidavit as per University specimen duly certified by Notary Public.

New ID card form dully filled & affixed with photograph (for reissue of ID card only)

Place:

Date:

Signature of the candidate

## 9. Applicant's address to which the certificate to be sent

**For Office Use**  
Verified by   
Documents   
Approved for issue   
Despatched on \_\_\_\_\_  
References \_\_\_\_\_

Name: \_\_\_\_\_  
(In Block letters)  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin code

**FORMAT OF THE AFFIDAVIT (on Rs 15/- Judicial Stamp paper)**

Before the Controller of Examination of the University - SMU / MAHE (specify)

\_\_\_\_\_ (name of the student) \_\_\_\_\_ deponent

I, \_\_\_\_\_, son / daughter of \_\_\_\_\_

aged \_\_\_\_\_ residing at \_\_\_\_\_

solemnly affirm and state as follows::

1. I say that I have lost the originals of the following certificates issued by the university (specify SMU/MAHE) . I hereby attach the copy of FIR lodged with the police / (other forms of complaints lodged if any)

Reg No

Particulars of the certificates lost

2. I say that in spite of diligent search I am unable to trace the originals of the aforesaid certificates and hence they are taken as lost. If traced, I will produce them before the University.

3. I say that I have not misused the same and I shall not misuse the same if recovered.

4. I say that for the purpose of

I need the certified duplicates of the said certificates.

5. It is therefore necessary that on the strength of this affidavit certified duplicates are issued to me by the university.

6. All this is true.

**Signature of the DEPONENT**

Solemnly affirmed and signed before me on this day of \_\_\_\_\_

\_\_\_\_\_ Dt \_\_\_\_\_

**NOTARY PUBLIC**

**NOTE:**

Application with documents must be sent to

Manipal IT Education

Section : MAHE / SMU (Certificate issue)

Syndicate House, II Floor

MANIPAL - 576 104

Phone: 0820 - 2571121