OFFICE OF THE CONTROLLER OF EXAMINATIONS Application Form for Duplicate /Correction of Certificates



www.vit.ac.in

				www.vit.ac	2.10
Register No.		Name of the Candidat (in CAPITAL LETTERS)	e		
Programme & Branch			School		
Mobile No.		Email Id			
	Application	for the purpose of (☑ for	whichever is applicable	e)	
Description		-	ertificate No uld be enclosed)	Cost Per Certificate	Amount
Grade Card Duplicate Correction [1		₹ 300	
Degree Certif]		₹ 1500	
Consolidated	Statement of Grade	2 5		₹ 1000	
 Provisional C (Before getting the 0 Duplicate Correction [Original degree Only)]		₹ 750	
				Total:	
Payment Details:					
-	t No	Date	Amou	nt	
DD No.	Bank & Branch		Date	Amount	

Application No. : [For Office Use Only]

(Please enclose "VIT Cash Payment Original Receipt/ Demand Draft")

Enclosures for duplicate certificates / Name correction):

SI. No.	Enclosure	Issued by
1.	FIR	
2.	AFFIDAVIT	
3.	Demand Draft (if by Post)	
4.	Gazette Notification	
5.	Others	

Signature of the Applicant

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Controller of Examinations

Instructions for the Applicant

- Apply for Duplicate Certificates along with Original FIR and Affidavit (English). In case if original certificates found then original certificates must be returned to VIT University
- Apply for name correction in certificates along with appropriate documents (after name correction in the administrative office / Gazette Notification copy).
- Payments should be made either in VIT CASH COUNTER/ or by Demand Draft in favour of 'VIT University' payable at Vellore, Tamil Nadu, India.
- Pay order / Cheques are not accepted in the Office of the Controller of Examinations.
- A minimum of four weeks from the date of the application is required for processing (more if there is delay in verifying the Authenticity of the documents like FIR/AFFIDAVIT by the issuing authorities)

Date: