



# SATHYABAMA

**INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)**

Accredited with "A" grade by NAAC

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119

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www.sathyabama.ac.in



## APPLICATION FORM FOR DUPLICATE MARK / GRADE SHEETS OF ALL COURSES

1. Name of the candidate(in Upper case): \_\_\_\_\_

2. Branch of study : \_\_\_\_\_ Batch of Study : \_\_\_\_\_

3. Register no. of the candidate during his/her period of study :

4. Date of birth: As mentioned in HSC / TC, DD/MM/YY .....

5. Father's name: As found in TC .....

### DETAILS OF DUPLICATE COPY OF MARK / GRADE SHEETS REQUIRED

(See backside for instructions)

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

(i) Total No. of Duplicate Marks / Grade sheets required : .....× Rs.200 = Rs.....

(ii) Total No. of Duplicate Consolidated Marks / Grade sheets required : ..... × Rs.300 = Rs.....

(III) Duplicate copy of Transfer Certificate required : ..... × Rs.300 = Rs.....

(iv) Duplicate copy of Degree Certificate required : .....× Rs.4000 = Rs.....

(v) Migration Certificate required : .....× Rs.200 = Rs.....

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

\*Note: Payment by cash only in person.

6. Probable date of collection of testimonials: One Week to 10 days from date of receipt of requisition letter at the Controller of Examinations Office.

7. Mode of Receipt of Duplicate certificates: **BY REGISTERED POST / SPEED POST / IN PERSON**

8. Provide the complete Mailing address (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 / Registered Post

Received the above duplicate copies in person

Despatched on \_\_\_\_\_

Signature of Despatcher

Name and Signature of Receiver with Date

## INSTRUCTIONS

The Duplicate copies of the following certificates will be issued by printing the required documents on security paper.

Sl. No.	Details	Amount
1	Marks / Grade sheets of all courses	Rs.200/sheet
2	Consolidated Marks / Grade sheet of all courses	Rs.300/sheet
3	Transfer Certificate	Rs.300/- each
4	Degree certificate	Rs.4000/-
5	Migration Certificate	Rs.200/-

### POSTAL CHARGES

Mode of post	Charges within India	Remarks
<b>By registered parcel post</b> (up to 500 grams)	Rs. 300	up to a Maximum of 40 sheets
<b>By speed post within India</b> (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 IN CASH ONLY AT “The Controller of Examinations” office.**
- **Duplicate copy of Mark / Grade sheets, Consolidated Mark / Grade sheet, Transfer Certificate:**  
Students who require Duplicate copies of the above testimonials, have to submit duly filled-in prescribed application form (IN PERSON ONLY) along with photocopies of the certificates for which they are applying, to **The Controller of Examinations, Sathyabama Institute of Science and Technology** along with the necessary total amount of fee BY CASH ONLY.
- **Duplicate copy of Degree Certificate:** Those who are applying for Duplicate copy of Degree Certificate, should submit the following along with the application form
  - (i) A FIR Non traceable certificate Copy (in original) from the police station limits where it was lost.
  - (ii) A photo copy of Degree Certificate, for which they are applying along with Transfer certificate
  - (iii) A recent Passport size colour photograph (neatly dressed – gents with proper hair cut and clean shaven with light coloured shirt and Tie, Ladies in a saree)
  - (iv) Send the soft copy of the Photograph with all other details, by e-mail to [coe@sathyabama.ac.in](mailto:coe@sathyabama.ac.in). This would enable us to take the degree as early as possible.
- **Migration Certificate:** Students can apply for Migration certificate, by submitting the duly filled in application form along with a photo copy of the Degree certificate and Transfer certificate issued by Sathyabama institute of science and technology.
- **Maximum time for issue of certificates:** For all certificates, except Degree Certificate, a Maximum time of 10 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.044-24503150,51,52,53,54,55 Extn: 5025, E-mail: [coe@sathyabama.ac.in](mailto: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.