

Nirma University, Ahmedabad

[Examinations Section]

Instructions to Apply for Duplicate Degree /Diploma Certificate

1. Fill-up an application form. Application Form is attached herewith in **Appendix - A** and also available at Examination Section of University.
2. If student cannot come personally, student can authorise someone to initiate the process on his/her behalf and inform the authorised person to bring the Authority Letter (**Appendix - B**) and his/her self-attested photo ID proof. (Govt. Issued Driving License/Passport/PAN Card and Aadhaar Card)
3. It is compulsory to submit An **Affidavit** (in original) in the format given in **Appendix - C**.
4. Attach the self-attested photo ID proof of student with application form.
5. An applicant can send soft copy (PDF) of all required documents in advance on Email to facilitate the office process.
6. Fees for Duplicate Degree/Diploma Certificate is **Rs 1500**.

- Postage Charges: (I) Out side India - Rs.2000 for each envelope.
(II) Within India - Rs. 300 for each envelope.

- Mode of Payment: (I) Cash
(II) Payment through NEFT:
▪ Name of the Beneficiary: **Nirma University**
▪ Bank Account Number: **09720180085**
▪ Bank Name: **The Kalupur Comm. Co. Op. Bank Ltd. - Nirma University Branch**
▪ IFSCCode: **KCCB0NRM097**

The process of application will be initiated only after the confirmation of payment of the fees.

7. **The process of application will be declined if the Documents furnished are incomplete.**

Note: **1. Issuance Period - Minimum 15 working days.**
2. Office hours: Monday to Friday: **11:00 AM to 06:15 PM** and
Saturday: **8:45 AM to 04:45 PM (Holiday on 2nd & 4th Saturday)**
Recess hours: 2.00PM to 2.30PM.

For any query and clarification, please contact to the office of Examinations Section of University

Contact Details: Email: Verification@nirmauni.ac.in
Tele No.: **079 71652 672 – 671, 02717 241911-12**

Correspondence address: Deputy Registrar (Examinations Section)
Nirma University
Sarkhej-Gandhinagar Highway, Chharodi
Ahmedabad 382 481, Gujarat, India

Nirma University, Ahmedabad
(Examination Section)

Application Form for Duplicate Degree / Diploma Certificate

To,

Deputy Registrar
Examination Section
Nirma University,
Ahmedabad - 382481

Email: verification@nirmauni.ac.in

Sir,

I have lost my Degree / Diploma Certificate of _____ programme and I request you to give me Duplicate Certificate. The details of which are as under:

1. Full Name : _____
2. Roll No. :

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3. Details of lost Certificate:
Programme: _____
Passing Month & Year: _____
4. Address for Correspondence : _____
Pin :

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Contact No. : (R) _____ (M) _____
Email : _____
5. Fees paid Rs. _____ vide receipt no. _____ dated _____.

Encl.: Fees Payment Receipt in original.

Student's Declaration

Sir,

I, (Mr./Ms.) _____, solemnly declare that I have lost my Degree/Diploma Certificate of _____ programme. Kindly give me the duplicate of the same.

I commit that:

- (i) If I find the original Certificate subsequently, I shall surrender the Duplicate,
- (ii) I will not misuse this Certificate under any circumstances and if it is found so, then I would be responsible personally for the punishment to be imposed upon me by the Nirma University.

Place :
Date :

Student's Name & Signature

Letter of Authority

I, _____ (Name of Student),

Roll No. _____ Programme _____ presently

residing at _____ (full address)

hereby authorise Mr./Ms. _____ Age _____

residing at _____ (full address),

Telephone No. (M) _____ e-mail id _____

to act on my behalf in the matter related to verification (authentication) of my educational documents/Pay the fees/Apostille/Duplicate documents/to collect original documents (SGRs/ Transcript/Degree Certificate) or Verified sealed envelope(s) from Examination Section – Central Office of Nirma University and it will be considered by the University as acknowledged by me.

I attach my Identity proof in support of verification of my signature and authorised person will also submit his/her Photo-ID proof.

Signature of Student with Date

Signature of Authorised Person with Date

(For Office Use)

Acknowledgement

I have received following documents from Nirma University for
_____ on his/her behalf and I acknowledge for the same.

1. _____
2. _____
3. _____
4. _____

Signature of Authorised Person with Date

Affidavit (Specimen)

* In absence of any Supporting Documents, An applicant (Student) will have to submit an **Affidavit on applicable Stamp Paper Duly Notarized**.

I, _____ (Student Name as per Enrollment),
Roll No. _____, Programme _____
offered by the Institute of _____ under Nirma
University, presently residing at _____

_____ (Full Address) hereby declared that I was provided original Degree/ Diploma Certificate by the Nirma University which is lost/Got Destroyed/ Damaged/Not Traceable/Not available with me hence I have applied for Duplicate Degree/ Diploma Certificate as per prescribed procedure of the university.

Further, I also declare that if I found/ receive the Original certificate in future then I will return them to Nirma University.

I am making this affidavit on the _____ day of _____ month and Year _____ to submit it to the Nirma University.

Note:

1. Photo Identity Proof duly attested should be attached with the Affidavit.