

Application for Duplicate Certificate

To,
The Controller of Examinations
Brainware University
398, Ramkrishnapur Road,
Barasat,
Kolkata – 700125

Date :

Subject:- Application for Issue of Duplicate Certificate.

Sir / Madam,

I am / was a student of Brainware University, Barasat, Kolkata. I have passed out (name of degree) _____ Degree in (branch) _____ in the month of and year of from odd / even / Spl Supplementary semester examination (session) _____ from Brainware University, Barasat, Kolkata. The original degree certificate issued to me by the Brainware University has been lost / stolen (There is no immediate likelihood of the said original certificate being traced out. In case I could trace the Original certificate then I shall return this duplicate copy to the University) / damaged to the best of my knowledge and belief. My details are as follows:

Name of the Applicant (in CAPITAL LETTERS):

University Registration No. (with session) :

University Roll no:

Student Code :

E-mail Address :

Contact No. (Preferably a Mobile No.) :

Complete Postal Address with Pin code :

Therefore, I kindly request you to issue me duplicate degree certificate. The required documents to support the claim of loss of my original mark sheet / grade card are enclosed herewith.

Yours faithfully,

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Enclosures:-

- (i) Xerox copy of money receipt of requisite fee.
- (ii) A copy of my letter stating the loss of original mark sheet / grade card acknowledged by the Police Station.
- (iii) Xerox copy of the original Certificate issued to him/her by Brainware University.

Brainware University
Procedure for Applying for Duplicate Certificate
The duplicate certificate is issued only if the original is lost or stolen or damaged

1. The application form must be signed by the candidate, and his / her name must be furnished as printed on the Registration Certificate, original Grade Cards / Mark-sheets issued by Brainware University.
2. In case of missing original certificate, a copy of the letter acknowledged by the Police Station, stating loss of the particular original certificate is to be enclosed.
3. Requisite fee is **INR. 1000 (Rupees one thousand only) for duplicate Degree Certificate.**
4. Xerox copy of the original mark-sheet /grade card should be attached.
5. Duplicate certificate may be collected by the candidate or duly authorised person (whose signature must be attested by the candidate in the letter of authorisation addressed to the Controller of Examinations) normally after **MINIMUM 15 working days from the date of receipt of the filled in application.** The University however reserves the right not to issue any duplicate documents in case it is deemed to be not fit.
6. The documents shall not be delivered by post. It should be collected by the candidate or his/her authorised person. At the time of collecting such certificate, the money receipt against submission of requisite fees, Authorization (if the candidate cannot come by person) in proper form and photocopy of any authentic photo-identity of the candidate or authorized person (if applicable) are required to be submitted.
7. The duplicate certificate will be prepared same as original one except the inscription of '**DUPLICATE**' on top of the duplicate certificate.