Application No. : [For Office Use Only]   **Date:**

Register No.		Name of the Candidate (in CAPITAL LETTERS)	
Programme & Branch		School	
Mobile No.		Email Id	

Application for the purpose of (☑ for whichever is applicable)

Note: GST 18% applicable for all Students

Description	Original Certificate SL.No.	Cost Per Certificate + 18% GST	Amount
☐ **Grade Card**		300 +54	
☐ **Consolidated Statement of Grades**		1000 +180	
☐ **Degree Certificate**		1500+270	
☐ **Provisional Certificate** [Will be issued only before getting the Original Degree]		750+135	
(Rupees _____)		Total:	

Payment Details:

☐ DD No._____ Bank & Branch_____ Date _____ Amount_____

Enclosures for Duplicate certificates):

Sl. No.	Enclosure	Issuing Authority
1.	**FIR along with Non-traceable certificate** Note: Certificates should be in English, if not offered translation in English is required with Attestation by Gazetted officer	
2.	AFFIDAVIT (In English Language)	
3.	Demand Draft	

Signature of the Applicant   **VIT Legal Officer**   **Registrar**   **Controller of Examinations**

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Instructions for the Applicant

➢ Apply for Duplicate Certificates with Original **FIR along with Non-traceable certificate** and Affidavit (English). In case if original certificates found then Duplicate certificates must be returned to Vellore Institute of Technology for cancellation.

➢ Payments should be made by **only Demand Draft in favour of 'Vellore Institute of Technology'** payable at Vellore, Tamil Nadu, India.

➢ 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 along with Non-traceable certificate /AFFIDAVIT by the issuing authorities)