



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)

Description	Original Certificate SL.No.	Cost Per Certificate	Amount
<input type="checkbox"/> Grade Card		300	
<input type="checkbox"/> Consolidated Statement of Grades		1000	
<input type="checkbox"/> Degree Certificate		1500	
<input type="checkbox"/> Provisional Certificate [Will be issued only before getting the Original Degree]		750	
Total:			
(Rupees _____)			

Payment Details:

DD No. _____ Bank & Branch _____ Date _____ Amount _____

Enclosures for Duplicate certificates):

Sl. No.	Enclosure	Issuing Authority
1.	FIR along with Non-traceable certificate	
2.	AFFIDAVIT	
3.	Demand Draft	

Signature of the Applicant

VIT Legal Officer

Registrar

Controller of Examinations

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)