OFFICE OF THE CONTROLLER OF EXAMINATIONS
Application Form for Duplicate /Correction of Certificates

VIT UNIVERSITY (Estd. u/s 3 of UGC Act 1956)
VELLORE ■ CHENNAI
www.vit.ac.in

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

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.** (Original should be enclosed for Correction)	**Cost Per Certificate**	**Amount**
☐ **Grade Card** ☐ Duplicate ☐ Correction [ ]		300	
☐ **Degree Certificate** ☐ Duplicate ☐ Correction [ ]		1500	
☐ **Consolidated Statement of Grades** ☐ Duplicate ☐ Correction [ ]		1000	
☐ **Provisional Certificate** (Before getting the Original degree Only) ☐ Duplicate ☐ Correction [ ]		750	
		Total:	

Payment Details:

☐ VIT Receipt No._____ Date _____Amount_____

☐ DD No._____ Bank & Branch_____ Date _____ Amount_____

(Please enclose "VIT Payment Original Receipt/ Demand Draft")

Enclosures for duplicate certificates / Name correction):

Sl. No.	**Enclosure**	**Issuing Authority**
1.	**FIR along with Non-traceable certificate**	
2.	AFFIDAVIT	
3.	Demand Draft (if by Post)	
4.	Gazette Notification	

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 original certificates must be returned to VIT University for cancellation.
- Apply for name correction in certificates along with appropriate documents (after name correction in the administrative office / Gazette Notification copy).
- Payments should be made either in **VIT Account** or by **Demand Draft in favor of 'VIT University'** payable at Vellore, Tamil Nadu, India.
- Pay order / Cheque are not accepted in the Office of the Controller of Examinations.
- 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)