



SNU
SISTER NIVEDITA
UNIVERSITY



DG 1/2, Action Area I, New Town, Kolkata, West Bengal -700156

Application No: SNU/DC/...../.....
For Office Use only

**APPLICATION FOR DUPLICATE
CERTIFICATE / DOCUMENTS**

Name of the Student:	
Student ID:	Registration Number:
Department:	Program:
Year of Admission:	Current Semester/Year : <i>(If final semester is over, then write 'Completed')</i>
Address for Communication:	
Contact No:	E-mail ID:

Tick the required document

DEGREE CERTIFICATE ID CARD PROVISIONAL CERIFICATE MIGRATION CERTIFICATE GRADE CARD REGISTRATION CERTIFICATE

For Duplicate Grade Card, please mention the Semester/Year/Part	Type of the document	Prescribed fee***
	Degree Certificate	Rs. 1000/-
	Provisional Certificate	Rs. 250/-
	Migration Certificate	Rs. 500/-
	Grade Card	Rs. 250/- [for single semester]
	Registration Certificate	Rs. 250/-
	ID Card	Rs. 100/-

*Applying for the duplicate copy of the above stated documents, either damaged portion of the same
[or] Original copy of General Diary to be attached with this form*

Payment Details : If Paid via [DD; NEFT; UPI] <i>(Attach Transaction Details along with application)</i>	Provide Details of Transaction :
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DECLARATION: I solemnly confirm that the information furnished by me is correct to the best of my knowledge and belief.

Place:
Date:
Signature of the Candidate

*For Office Use Only
-Approvals-*

.....
(Signature with Date)
Name:.....
[Office of the CFO]

.....
(Signature with Date)
Name:.....
[Office of the COE]

.....
(Signature with Date)
Name:.....
[Office of the Registrar]

Application No: SNU/DC/...../..... *Receipt copy (to be filled by the Officials)*
APPLICATION FOR DUPLICATE CERTIFICATE / DOCUMENTS

Name of the Applicant:	
Student ID:	Registration Number:
Program:	

.....
Received by (Name) Signature with Date Reporting Date & Time