



APPLICATION FORM FOR

DUPLICATE DEGREE CERTIFICATE/ GRADE CARD

(APPLICABLE TO THE REGULAR COURSES OFFERED AT SMIT)

To be filled in Capital Letter

1. NAME OF THE STUDENT (With phone no. and email ID) Name : WhatsApp No : E Mail ID :	Postal Address:					
	District					
	State					
	Pin Code (Mandatory)					
2. Registration No.						
3. Name of Branch & Course:						
4. Name of the last examination appeared:						
5. Year & Month of passing the above Examination:						
6. Details of Amount paid: a) Through SBI Collect, with the link below. https://www.onlinesbi.sbi/sbicollect/icollecthome.htm (Copy of e-receipt to be attached) b) Through Demand Draft: Demand Draft must be in favour of SMIT payable at GANGTOK. c) Through cash at Finance Department, SMIT: Receipt of Cash payment to be attached	E-Receipt No.					
	Demand Draft No.					
	Cash Receipt No.					
	Amount					

No Dues form Finance Dept. _____

NOTE

- This application is to be sent to the following address:
**Dy. Controller of Examination-Tech, SMU,
C/o Sikkim Manipal Institute of Technology,
Majitar, Rangpo – 737136,
East Sikkim, India.**
- Details of fees and other information are given overleaf.
- Incomplete application will be rejected.
- Issue of certificate is subjected to clearance from Finance Department, Sikkim Manipal Institute of Technology

Place:

Date:

Signature of Candidate

FEE DETAILS

Sl. No.	Particulars	Undergraduate/ Post Graduate Course (In Rs.)	Postal Charge (For each postage)
1	Duplicate Degree/Diploma Certificate	1500.00	Within India Rs.100/- Overseas Rs.1400/-(USA) Rs.2200/- (Canada)
1	Duplicate Grade Card (per Grade Card)	500.00	
2	Lapse Fee	50.00 (after a lapse of FIVE years from the date of passing the respective examinations shall have to pay additional)	

INFORMATION

- I. The applied documents will be issued through the Institution where the candidate has studied last. Hence candidates must collect the same from the respective Institution.
- II. For the Duplicate Degree/Diploma Certificate or Grade Card following documents are required:
 - (i) Affidavit on a stamped paper of Rs. 10/- sworn before a Judicial Magistrate of a NOTARY Public towards the loss of certificate to be submitted **in ORIGINAL** along with application form for duplicate certificates.
 - (ii) Certified copy of Police complaint lodged at the Police Station for having lost the certificate to be submitted **in ORIGINAL** along with application form for duplicate certificates.
- III. Candidates applying for Duplicate Degree/Diploma Certificate or Grade Card [Fee Details Table] after a lapse of FIVE years from the date of passing the respective examinations shall have to pay additional fee of Rs. 50/- only, as Mentioned in the FEE DETAILS point no. 2.
- IV. Cheques and Indian Postal Order are not accepted.
- V. For any query, contact at (03592) 246216, 246217, 246219, Extension no: 235,688,689. email ID: dce.tech@smit.smu.edu.in

*****DUPLICATE CERTIFICATE*****