

## APPLICATION FORM FOR DUPLICATE CERTIFICATES

To  
The Controller of Examinations  
K L University

Date:

Dear Sir,

**Sub:** Application form for  
(Please TICK in appropriate box)

|    |     |                     |                    |
|----|-----|---------------------|--------------------|
| PC | CMM | Regular Grade Cards | Supple Grade Cards |
|----|-----|---------------------|--------------------|

1. Register No.

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|

2. Name of the Candidate

|  |
|--|
|  |
|--|

3. Programme

(Please TICK in appropriate box)

|         |     |        |                 |         |        |     |
|---------|-----|--------|-----------------|---------|--------|-----|
| B.Tech. | BBA | BHM    | B.Com<br>(Hons) | BBA-MBA | Branch |     |
| M.Tech. | MCA | B.Arch | B.Sc. (V.C)     | BBALLB  |        |     |
| MBA     | BA  | BFA    | B.Pharmacy      | M.Sc    |        | BCA |

4. Regular Grade Cards

(Please write No. in  
appropriate box)

|     |      |      |       |       |        |      |       |     |                |
|-----|------|------|-------|-------|--------|------|-------|-----|----------------|
|     |      |      |       |       |        |      |       |     |                |
| I-I | I-II | II-I | II-II | III-I | III-II | IV-I | IV-II | All | Total<br>Cards |

5. Supple Grade Cards

(Please write No. in  
appropriate box)

|     |      |      |       |       |        |      |       |     |                |
|-----|------|------|-------|-------|--------|------|-------|-----|----------------|
|     |      |      |       |       |        |      |       |     |                |
| I-I | I-II | II-I | II-II | III-I | III-II | IV-I | IV-II | All | Total<br>Cards |

6. Course Title for Grade Cards :

7. Year of Passing of Programme  
for PC & CMM

|    |      |
|----|------|
|    |      |
| MM | YYYY |

I hereby declare that the above certificate/s is/are **LOST (Original FIR copy must be produced for PC)**. So, I request you to kindly issue the above applied certificate/s at an early date.

Signature of  
the Applicant:

Signature of the concerned:  
HOD with stamp

### Fee details for Duplicate Certificates (For office use only)

|             | Total<br>Certificates | Each<br>Certificate Rs. | Total<br>Amount | Receipt No. | Receipt Date | Signature |
|-------------|-----------------------|-------------------------|-----------------|-------------|--------------|-----------|
| PC          |                       |                         |                 |             |              |           |
| CMM         |                       |                         |                 |             |              |           |
| Grade Cards |                       |                         |                 |             |              |           |

Appln. Received By:

Controller of Examinations

Printed On:

Printed By:

(Student)

The above applied certificate/s is/are received on \_\_\_\_\_ Signature \_\_\_\_\_