### FEE SCHEDULE

### Second Copy of Deg./Dip./Cert. Fee Rs. 250/

Please enclose original Bank Challan deposited in the State Bank of India, AMU, Aligarh Branch Code No. 05555.

OR

Demand draft in favour of Finance Officer, A.M.U., Aligarh payable at Aligarh (U.P.) India.

Bank Challan No. .....dated..... for Rs. 250/-

Bank Draft No. .....dated.....for Rs. 250/-(Two hundred Fifty Only) issued by (Name of Bank) .....

# (ENTRIES TO BE MADE BY THE CANDIDATE IN CAPITAL LETTERS )

1. Personal Particular of the Candidate :

(a)	Name :						

(Please ensure that your name in the MARKSHEET is correctly spelled as per the HS/SSC or equivalent exam. before applying for issue of Certificate/ Diploma/Degree)

(b) Parents' Name

Seal

.....PIN

- (i) Father: Mr.(ii) Mother: Mrs.
- (c) Last Hall & Hostel .....
- (d) Address for Correspondance/mailing the Second Copy of degree /diploma / certificate

.....

Mob. No.....E-mail....

Office of the Controller of Examinations (Degree Unit) ALIGARH MUSLIM UNIVERSITY ALIGARH (U.P.)-202002



### APPLICATION FOR \* SECOND COPY OF DEGREE / DIPLOMA / CERT.

Regn. No.	Dated
•	

Second Copy of DDC No	Dated
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Photograph (with signature across) of the candidate to be attested by the Dean/ the Chairman/the Principal/ the Provost (by a gazetted Officer in case of Private candidate) and Seal Official

Paste here (don't Pin or staple) a recent Passport size Photograph and sign across

2. Particulars of the course for which the document is required:

(a)	Name of the course
	Annual/Suppl
(b)	Year of passingDivision
(c)	Faculty Roll No.
	Exam. Roll No Enrolment

- (d) Status (Regular/Ex/Private) .....
- (In case of M.Phil., Ph.D, please attach a photocopy of Notification)

Place	Signature of the Candidate
Date	(Not in capital letters)

## **CERTIFICATE OF INDENTIFICATION**

(to be signed by the Dean/Principal for UG and the Chairman for PG course)

The above particulars of		including the
photograph and the signatures, are verified.	(Name of the Candidate)	

Date
ignation

## ACKNOWLEDGEMENT (TO BE FILLED IN BY THE CANDIDATE)

(This slip																	
Name of the Candidate																	
Applied for issue of SECOND copy of degree/dip./cert. of exam passed in the year with																	
Roll NoDatedDated.																	

IMPORTANT :	App. form received without checking. If found
	incomplete on scrutiny later on, it will be rejected

[2]

# **Conditions/Instructions to the Candidate**

- 1. Each information/verification/document, etc. sought from the candidate, as shown overleaf and below (see CHECKLIST), is an essential requirement for issue of the SECOND COPY of degree/diploma/certificate and therefore must be furnished/enclosed.
- If the marksheet and/or internship certificate has/have also lost a duplicate copy thereof may be obtained first so that attested photocopy of the same 2. may be enclosed with this application.
- Enclose an affidavit as per proforma given below (if the degree/diploma/cert. is lost /misplaced ) and NCR/FIR. З.

OR

Enclose the original degree/diploma/certificate, if the same is destroyed or spoiled.

- If more than one Second copy of degree/diploma/certificate are needed and affidavit is one, original affidavit be attached to one application and self 4. attested photocopies be attached to other applications for issue of the degree/diploma/certificate.
- The stamp DUPLICATE creat confusion, the University Authority approved to mention "issued SECOND COPY in lieu of original lost/misplaced" and \*5. "issued SECOND COPY in lieu of original destroyed or spoiled".

PROFORMA BEFORE CONTROLLER OF EXAMINATIONS	FOR THE AFFIDAVIT समक्ष कन्द्रोलर आफ एग्जामिनेशन									
A.M.U., Aligarh (U.P.)	समद कम्द्रालर आफ एग्जानिगरान अलीगढ़ मुस्लिम यूनिवर्सिटी, अलीगढ़									
AFFIDAVIT	अलागढ़ नुारलन यूनिपार्सटा, अलागढ़ <sub>Z</sub> शपथ – पत्र									
Affidavit of son/ daughter/wife of resident of	 शपथ–पत्र मिन जानिब पुत्र / पुत्री   / पत्नी									
<ul> <li>I, the above named deponent, do hereby solemnly affirm and state on oath as under : <ol> <li>That the deponent is resident of above address.</li> </ol> </li> <li>That the deponent passed</li></ul>	<ul> <li>शपथ–पत्र द्वारा शपथकर्ता सशपथ ब्यान करता है व कसम खाता है :</li> <li>1. यह कि शपथकर्ता / शपथकर्ती उपरोक्त पते का निवासी / की निवासिनी है ।</li> <li>2. यह कि शपथकर्ता ने अलीगढ़ मुस्लिम यूनिवर्सिटी से</li></ul>									
knowledge and belief. Nothing has been concealed. So help me God.	और विश्वास में सत्य व सही है । और कोई बात छिपाई नही गई है । ईश्वर⁄अल्लाह मेरी मदद करे ।									
Deponent	शपथकर्ता									
CHECK LIST : (Please tick on	the boxes or write 'NA' if not applicable)									
<ol> <li>All the entries have been made and checked</li> <li>Bank Challan is pasted /DD is attached</li> <li>Photograph of the candidate pasted and signed across</li> <li>Photograph of the candidate attested as required and seal affixed</li></ol>	The spoiled/mutilated document is enclosed in original. Certificate of Identification has been signed by the Dean/the Chairman and seal affixed. A photocopy of marksheet of the exam. the document is required for (or notification in case of Ph.D./M.Phil Scholars) is enclosed.									

The candidate has signed at the end of In case of MBBS/BUMS degree, an attested photocopy of internship the form certificate is also enclosed. 6 An affidavit as per profroma given above is enclosed in original 10. Postage stamps worth Rs.60/- with three self addressed slip of 9x4 cms. and NCR/FIR OR size are enclosed. (if you want your document by the Registered Post)

9.

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**IMPORTANT:** The Second copy of degree/diploma/certificate will be handed over only to the candidate or be sent by Registered Post.