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:	ABC ID:
Student ID:	Registration Number:
Department:	Program:
Year of Admission:	Current Semester/Year : *(If final semester is over, then write 'Completed')*
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] *(Attach Transaction Details along with application)*	Provide Details of Transaction :

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]

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