



## **Application Form for Duplicate Convocation Certificate / Grade Sheets**

**Note: Please complete this form and submit it to the School Examination Office.**

**Incomplete forms will not be considered.**

1. Name:

\_\_\_\_\_  
(First Name) (Surname) (Father's/Husband's Name) (Mother's Name)

2. Student No.: \_\_\_\_\_ Roll No.: \_\_\_\_\_

3. Type of student: Current:  Alumnus:  Direct 2<sup>nd</sup> Yr Admission:  (tick in the appropriate box)

4. Campus / Centre: Mumbai/Shirpur/Hyderabad/Bangalore /Any Other (please specify) \_\_\_\_\_

5. Name of Program (with specialization): \_\_\_\_\_

6. Duration of Program: \_\_\_\_\_

7. Year of Enrollment: \_\_\_\_\_

8. Year of Leaving (if Alumnus): \_\_\_\_\_

9. E-mail Address: \_\_\_\_\_

10. Telephone No: \_\_\_\_\_ Mobile No/s. \_\_\_\_\_

11. Address: \_\_\_\_\_

12. Purpose for applying for Duplicate Certificate/ Grade-Sheets:

13. Documents required with this application form:

- (i) Loss of Certificate/Grade-sheets: **FIR and Undertaking/Indemnity bond**
- (ii) Change of name/correction: **Original document with incorrect details,  
\*Proof of correct details (Grade-sheet and Identity proof –  
Passport/Voters ID/Adhar Card)**

**\*The correction should be routed through University Admission Department.**

Signature of the Student / Parent / Guardian (with Date): \_\_\_\_\_

----- (For office Use only) -----

Fees to be paid: Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Officer's Signature: \_\_\_\_\_

**For Current Students fees to be paid in cash only.**

**For Alumnus / Distance Learning Students (to be routed through Regional Centers only):** Rs. 500/-for Convocation Certificate and Rs.200/- per Grade Sheet. (The requisite fee is required to be paid through cash/ demand draft drawn in favour of "SVKM's NMIMS", payable at Mumbai)

Cash/Demand Draft No: \_\_\_\_\_ Demand Draft Date: \_\_\_\_\_ Issuing Bank: \_\_\_\_\_