



P.K.R. ARTS COLLEGE FOR WOMEN
(Accredited with 'A' Grade by NAAC)
An Autonomous Institution - Affiliated to Bharathiar University
No: 21, Pariyur Road, Gobichettipalayam-638 476.

APPLICATION FORM FOR ISSUE OF DUPLICATE CERTIFICATE

1. Duplicate of which Certificate* required :
2. Name of the Candidate :
3. Register Number :
4. College through which studied/Studying :
5. Degree of study :
6. Branch :
7. Period of Study :
8. Gender :
9. (a) If applying for duplicate statement of Marks, fill in the Month and year of exam. For which mark statement was issued. :
10. Circumstances under which the certificate Was lost / destroyed :
11. Whether the prescribed affidavit has been enclosed with the application. :
12. Address to which the certificate is to be sent :

***Write as Degree certificate / Statement of marks/ Provisional Certificate / Consolidated statement of marks.**

Particulars of Fees Payment

Amount Rs. _____ (Rupees _____) Date of payment: _____

Signature of the Manager

Signature of the Candidate

Signature of the HOD

Date:

Place:

Instructions:

- Duplicate certificate will be issued only when it is lost or destroyed irrevocably
- Application duly filled in along with --
 - An affidavit detailing the circumstances under which the original certificate was lost or destroyed
 - Self-addressed stamped cover (for Registered post) and
 - A copy of the fee receipt should be submitted to the CoE office through the Principal / P.K.R. Arts College.
 - The affidavit should be duly executed before the Notary public.
- Application shall be complete in every respect
- Failure to furnish correct details may cause delay in the issue of certificate.

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Thiru / Selvi.....

1. I.....
son / daughter ofaged.....years,
an old student / student ofcollege
with register numberand residing at
street.....

do hereby solemnly and sincerely state as follows.

2. My *(I)(degree) statement of marks issued relating to the
examinations held during...../ (ii) Consolidated Statement of Marks
issued by the P.K.R. Arts College, Coimbatore – 46 has irrevocably been lost / destroyed.

3. I fill this affidavit for the purpose of receiving duplicate certificate.

4. The duplicate Certificate shall be returned to the P.K.R. Arts College once my original certificate /s is /
are recovered by chance.

5. The facts stated are true and correct to the best of my knowledge and if found false by the
The College, I shall abide by the decision of the college.

Solemnly affirmed.

at (place)_____

this (date_____day of Signature of the Candidate

(month)_____

and his / her signature affixed in my presence.

Before me

Place :

Date :

Notary Public

Address_____

Office Seal :

* delete which is not applicable.