



Application Form for Duplicate or Correction in Degree 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 2nd Yr Admission: (tick in the appropriate box)

4. Campus: (please specify) _____

5. School & Program Name (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 or Correction in Degree Certificate/ Grade-Sheets:

13. Documents required with this application form:

- (i) Loss of Certificate/Grade-sheets: Undertaking/Indemnity bond
- (ii) Change of name/correction:
- (iii) The Student concerned will have to surrender the original Degree / grade sheet to NMIMS Examination Dept for obtaining revised document.
- (iv) *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: _____

Fees to be paid online <https://nmims.edu/payments/final/dataFrom.php>

Rs. 500/-for Degree Certificate and Rs.200/- per Grade Sheet.