



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 2nd 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: 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: _____