



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

Directorate of Distance Education, Salem - 636308

Application for Duplicate Certificate

Candidate should read the instructions very carefully before filling in the columns.

1. Name of the Student :
(As registered in the University Records)
2. Father's Name :
3. Date of Birth :
4. Registration No. :
5. Name of the Course Studied :
6. Month & Year of passing :
7. Reason for which duplicate certificate is requested. :
8. Name of the certificate(s) required in duplicate : Mark Statement (I Year / II Year / III Year)
(Please Tick) : Degree /Diploma/PG Diploma/Certificate
9. Total no. of certificates required :
10. Contact No. & e-mail ID. :
11. Details of Payment : DD/NEFT
12. Amount in Rs. :
13. DD no./NEFT Transaction ID :
14. Date of Payment :
15. Name of the Bank and Branch :
16. Complete address with PIN code :
for communication

Date:
Place:

Signature of the Candidate

FOR OFFICE USE ONLY

Instructions to the candidates to submit the application for obtaining Duplicate certificate

1. The application should be filled in with block letters.
2. The candidate is directed to produce the original acknowledgement (FIR) obtained from the police department against the complaint lodged for the loss of the Certificate.
3. The processing fee for duplicate mark sheet is Rs. 1000/- (for each mark sheet).
4. To obtain duplicate degree certificate, submit both duplicate certificate application and degree certificate application along with necessary documents ([ConvocationDegree Application.pdf \(vmrf.edu.in\)](#)).
5. The processing fee for duplicate Degree / Diploma / PG Diploma certificate is Rs.2000/- and search fee applicable.
6. The fee can be paid either by DD drawn in favour of the "DDE, VMU" payable at Salem or through NEFT payment to the following account.

Current Account Name : Vinayaka Missions Research Foundation (Deemed to be University),
Account No. : 188702000000176
IFSCCode : IOBA0001887
Bank : Indian Overseas Bank, Vinayaka Missions Educational Inst. Campus (1887),
NH 47, Main Institutions Admn. Building NH-47, Attaympatti (TP), Salem -
636308.

7. Address to which the certificate(s) is/are to be sent must be complete with postal/ZIP code.
8. Contact details including mobile number and e-mail ID are to be mentioned in clear.
9. A declaration by the candidate should be attached for obtaining duplicate certificates
10. The duly filled in application along with necessary documents and DD / proof of NEFT payment should be submitted to **The Deputy Registrar (Admission & Finance)**, Directorate Distance Education, Vinayaka Missions Research Foundation (Deemed to be University), Ariyanoor, Salem – 636 308, TN.

For further details contact dde.admission@vmu.edu.in / sysadmin@vmu.edu.in