



Recent passport size photograph.
The photo may appear on final document

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Instructions:

1. Duplicate Certificate will be issued only in case of lost or destroyed irrevocably.
2. Incomplete and wrong details in application will not be entertained and no correspondence will be made in that behalf.

Enrollment No..... Course

Name of the Applicant

Father's / Husband's Name

Mother's Name

Complete Address for correspondence.....

City State Pin Code

Contact No. E-mail

Reason for applying for duplicate certificate ?
(Please tick the relevant option)

Lost

Destroyed Irrevocably

PAYMENT DETAILS

- **Normal Mode** : The Certificate will be dispatched within 8 weeks from the receipt of complete application.
Enclosed transaction slip of **Rs. 3,000/- per document** of online transfer in the account of Asian International University, Account No- 50200083652862, IFSC Code- HDFC0000422, HDFC Bank.
- **Express Mode** : The Certificate will be dispatched within 4 weeks from the receipt of complete application.
Enclosed transaction slip of **Rs. 5,000/- per document** of online transfer in the account of Asian International University, Account No- 50200083652862, IFSC Code- HDFC0000422, HDFC Bank.

DECLARATION

I hereby declare that all the information provided by me is true to best of my knowledge & belief, also all the documents submitted are true copies of the original. I further declare that I am abided by the regulations and eligibility conditions of the University. I understand that I may be required to furnish additional information/ document incase of requirement from the University. I also understand that my candidature or award from the University can be withdrawn at any given point of time even after issuance, if, the information submitted by me is found to be incorrect or counterfeited.

Date:.....

Signature of the Applicant

MANDATORY ENCLOSURES

1. Online Transaction Fees Slip.
2. Self Attested 10th and Onwards Educational Proof.
3. Self attested photo copy of Proof of identity i.e. Aadhaar Card
4. Self attested photo copy of Copy of lost / destroyed certificate, if available
5. An Affidavit (Specimen enclosed) in original, on Non-Judicial Stamp Paper of the value as prescribed in the Domicile State of the applicant duly notarized.

To be executed on Non – judicial Stamp Paper of Rs. 100/- and to be notarized

AFFIDAVIT FOR ISSUE OF DUPLICATE CERTIFICATE

I,

Father's Name

Mother's Name

Resident of

Enrollment No.....

Course.....

do hereby solemnly affirm as under:

1. That I have lost my mark sheet issued from Asian International University, Imphal West, Manipur & request the University to issue duplicate mark card.
2. I undertake that if my lost mark sheet is found, I shall return the same to the University.
3. I undertake that in case someone misuses my lost mark card, I shall be solely responsible for the same.

Deponent

I above named deponent do hereby solemnly verify that the contents of my above affidavit are true & correct within my knowledge & belief and nothing has been concealed.

Deponent

Verification

Signed and verified at on this Day of Year 20.....