UNIVERSITY OF CALICUT

Application for Duplicate Marklist/ Grade Card (For B.Tech / B.Arch)

Name of the Candidate   :
(in block letters)

Mobile Number   :

E-Mail   :

Name of the Course/Programme   :

Details of course studied

Year / Semester	Register number	Month & year of study	Mark/ Grade obtained	Centre of Examination	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Details of Duplicate Marklist/ Grade Card required

Year / Semester	Register Number	Month & year of study	Mark/Grade obtained	Centre of exam
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Details of fee remitted :

Chalan number	Amount	Date	Place of Remittance

Details of paper notification

Name of newspaper	Date	Page number

If affidavit enclosed *(Tick whichever is applicable)*

Yes ☐   No ☐

Address to which duplicate marklist/grade card is to be sent   : ....
  (In Capital Letters)   ....
                                                                                            ....
                                                                                            ....
UNDERKING   P I N...

I undertake that if the original marklist is recovered, I will intimate the fact and surrender the same.

Place: ....
Date: ....   Signature of the Applicant

Enclosures required

1. Newspaper containing the notification
2. Affidavit
3. Chalan receipt (original)
4. Copy of lost marklist (if available)

Instructions

1. News paper notification should contain all the details like Register Number, Exam Session (Month & year) Name of course, Name of University, reason for loss etc.

2. Affidavit should be in stamp paper worth Rs. **100** (from First Class Judicial Magistrate)

3. Affidavit should be obtained only after the expiry of 7 days of paper notification.

4. Fee for **duplicate marklist** is Rs.410/-per marklist. Postal charge of Rs **50** also is to be remitted.

5. Fee for **duplicate certificate** is:

   upto 5 years of passing the exam   :   Rs.585/- + Rs. 50/- postal charge

   upto 10 years of passing the exam   :   Rs.1165/- + Rs. 50/- postal charge

   After 10 years of passing the exam :   Rs.2320/- + Rs. 50/- postal charge

(To apply for duplicate certificate, download and use the application for degree certificate)

Duplicate certificate for second time – Rs. 2900+Rs.50/- postal charge.