



UNIVERSITY OF MADRAS

INSTITUTE OF DISTANCE EDUCATION

IDE Buildings, Chepauk, Chennai – 600005

APPLICATION FOR OBTAINING DUPLICATE DEGREE CERTIFICATE

FEE REMITTANCE PARTICULARS Enclose the Reference copy				FOR OFFICE USE ONLY (FOR ENDORSEMENT)			
Name of the Bank				Passport Size Photo			
Place of the Bank							
D.D. No. & Date / Bank Ref. No.							
Amount to Rs.		Date:		Bank Code :			
Candidate should fill up all the following column for issuing Duplicate Degree Certificate Read the instructions carefully printed in Reverse and act accordingly.							
Last appearance Enrolment No.							
Name as registered in the University Records (IN BLOCK LETTERS)	in English						
	in Tamil						
Date of Birth (DD/MM/YYYY)							Gender (M/F/T)
Expansion of Initials (Father Name)	in English						
	in Tamil						
Name of the Examination Qualified							
Last appearance Month and Year							
Last appearance Examination Centre							
Date, Month and Year of the Convocation at which he/she was admitted							
Reason for applying Duplicate Degree							
Residential Address to which the Degree has to be sent			Name : Address : : :				
ENROLMENT NUMBER			Mobile No.				PIN
			Email ID				
Place :			Signature of the Candidate				
Date :							

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NAME	:																					
ENROLMENT NUMBER:	:																					
ADDRESS	:																					
	:																					
	:																					
Mobile No.	:															PIN						

**INSTRUCTONS TO CANDIDATE FOR
APPLICATION TO DUPLICATE DEGREE CERTIFICATE**

The following should be accompanied with the application towards issue of the Duplicate Degree Certificate.

1. The candidate should enclose the photocopy of the student's ID card, Aadhar card and Transfer / Course Completion Certificate.
2. A copy of the Provisional / Convocation Certificate should be enclosed.
3. A Demand Draft / Online payment for a sum of Rs.* drawn in favour of the "The Director, IDE, University of Madras".
4. Kindly send a separate D.D. / Online payment for issuing Duplicate Mark Statement & Name Correction have to be applied separately.
5. The fees to be paid is mentioned below :

S.No.	Duplicate Degree Certificate fee for all UG / PG / Professional Degree / Diploma and Certificate Courses	Fee amount Rs.
1	Up to 5 Years	2,000
2	From 6 to 10 Years	3,000
3	From 11 to 15 Years	4,000
4	From 16 to 20 Years	5,000
5	From 21 to 25 Years	7,500
6	From 26 to 30 Years	10,000
7	From 31 to 35 Years	12,500
8	From 36 to 40 Years	15,000
9	From 41 to 45 Years	15,000
10	From 46 to 50 Years	20,000
11	From 51 to 55 Years	30,000

6. The amount once paid will not be refunded at any circumstances.

DIRECTOR