

Application to issue Duplicate University Certificate (Version 2019/03)

To:

Registrar

MGM Institute of Health Sciences, Kamothe
Navi Mumbai – 410 209

Respected Sir/Madam,

I hereby request you to issue me following Duplicate certificate: [_____]

1. Duplicate Degree Certificate (fee of Rs. 5000/-)
2. Duplicate Statement of Marks (fee of Rs. 1000/- per marksheet)
3. Passing Certificate (fee of Rs. 1000/-)
4. Duplicate Migration Certificate (fee of Rs. 1000/-)
5. Duplicate University Internship Completion Certificate (fee of Rs. 1000/-)

Reason for this requirement is because: - _____

My personal details are given below:

1) Name of Candidate : _____

2) Name of Exam with Year & Month : _____

3) Email ID: _____ Mobile No.: _____

4) Address: _____

5) P.R. No. :

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6) Name of College / School : _____

7) Month & Year of completion of Course:

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8) Degree title : _____

Each of the following documents is mandatory and must be attached along with this application form otherwise application form will be rejected without any intimation:

- (i) Police FIR Copy. (Original)
- (ii) Affidavit on Hundred rupees of stamp paper (Original)
- (iii) Pay fees through SBI Collect online payment portal and attached e-receipt of SBI collect payment. Please note that other mode of payment will not be accepted.

Thanking you,

Date:/...../20

Signature of Student