



OFFICE OF THE CONTROLLER OF EXAMINATIONS  
JADAVPUR UNIVERSITY  
KOLKATA – 700 032, INDIA  
Website : [www.jaduniv.edu.in](http://www.jaduniv.edu.in)  
Phone : (033) 2457 2286, 2457 2540

Form No.: JDBI/STUDENT/11

### **APPLICATION FOR DUPLICATE CERTIFICATE**

<b><u>FOR OFFICE USE ONLY</u></b>
Received ₹ ..... vide
Receipt No. .... dated .....
_____ Cashier

<b><u>Cashier</u></b>
Please accept ₹ ..... for ..... number(s)
of duplicate Certificate.
Date : _____
_____ Examination Office

#### **The Controller of Examinations**

Jadavpur University, Kolkata – 700 032

Dear Sir,

I beg to apply for duplicate Certificate(s) as per description specified below in given format. Required document(s) as per instruction is / are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of this application without refund of requisite fees.

Sl. No.	Name of the Course of Study Passed (e.g. B.A. in English)	Session / Year	Class Obtained / Result	Reason of Application (e.g. Loss / Damage / Non-receipt of the original Certificate)	Note (For Office Use Only)
01					

Name of the Applicant (in CAPITAL LETTERS) :

Registration No. (with its session) :

E-mail Address :

Contact No. (preferably a Mobile No.) :

Yours respectfully,

Date :

\_\_\_\_\_  
Signature

N.B. : Before filling this Application Form, applicants are specially instructed to follow the general instructions (available in our website [www.jaduniv.edu.in/link-Examination](http://www.jaduniv.edu.in/link-Examination)) regarding requisite fees (@ ₹250/- per Duplicate Certificate), document(s) to be enclosed, delivery, etc. pertinent to duplicate Certificate.

#### **FOR OFFICE USE ONLY (M. R. SECTION)**

Report from the Muster Roll Section on verification of Name & Registration No. of the applicant :

Name and Registration No. of the applicant have been checked and found correct / incorrect.

Date :

\_\_\_\_\_  
Sr. / Jr. Superintendent, Muster Roll Section