

**KERALA UNIVERSITY OF HEALTH SCIENCES  
THRISSUR – 680 596**

**Application for Duplicate Mark Lists/ Degree Certificate**

Name of the Candidate :  
Mobile Number & E-mail ID :  
Name of the Course :  
Register Number :  
Name of the College :  
Document required : Mark lists/ Degree certificate

**1. Details of the required documents**

Sl No.	Name of examination of which Mark list/ Degree certificate is lost or damaged (Eg: First Year B.Sc. Nursing Degree Regular Examination, April 2022)	Regular/ Supplementary	Month & Year of Examination (Eg : April 2022)	Whether Passed or Failed
1				
2				
3				
4				
5				
6				
7				
8				

**2. Details of News Paper Notification**

Name of the News Paper	Date	Page Number

**3. Details of Affidavit**

Name and Address of the Notary	Date of Affidavit

**4. Details of online payment**

E-Challan No.	Date	Amount Paid

Address of the candidate to which the Duplicate Mark List/ .....

Degree certificate is/are to be sent. (in capital letter) .....

PIN.....

### **UNDERTAKING**

The particulars given above are true and correct. I hereby undertake that if the original mark list/Degree certificate is recovered, I will inform the fact to the University and surrender the same.

Place: .....

Date: .....

Signature of the applicant

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### **Enclosures required mandatorily**

1. Relevant page of Newspaper containing the notification (Full page in original has to be attached)
2. Affidavit
3. Fee shall be remitted via online. The link for the online payment shall be reached through the icon 'Students Corner' on the KUHS website. Once the online payment is made, the print out of the then generated e-challan, showing the transaction/reference number, has to be enclosed along with the application.
4. Copy of Student ID Card.
5. Copy of the lost Mark list /Degree certificate.

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### **Instructions**

1. Newspaper notification should contain all the details of lost Mark list/Degree certificate such as Name of the candidate, Register Number, Month and Year of Examination, Name of the Course, Name of the University and so on. The format for newspaper notification and affidavit is available on the KUHS website.
2. The reason for the loss of Mark list/Degree certificate should be the same in newspaper notification & affidavit
3. Affidavit from a Government Notary has to be submitted in stamp paper worth Rs.200/-.
4. Affidavit should be obtained only after 15 days of newspaper notification.
5. Fee of Rs.445/- for Duplicate Mark Lists of all courses.
6. Rs.555/- for Duplicate Provisional Certificate of all U.G Courses.
7. Rs.775/- for Duplicate Provisional Certificate of all P.G Courses / Diploma and Degree Certificate of all U.G Courses.
8. Rs.1325/- for Duplicate Degree Certificate of all P.G and Diploma Courses.
9. Rs.1325/- and Rs.2430/- for Duplicate Provisional and Degree certificates of Super-specialty respectively.

**Note: If the Degree certificate is lost, the applicant has to specify the month & year of the final examination of the studied course in application, affidavit and newspaper.**

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