



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University
Kakryal (Katra)-182320

SMVDU/Exam/2025/257

Dated: 14.11.2025

ADDENDUM

Subject: Procedure for issuance of Duplicate Grade Sheet, Transcript and Migration Certificate in case of loss or damage.

Ref.: SMVDU/Exam/24/256-261 dated 12.07.2024.

In partial modification to the above referred notification and in pursuance of the approval accorded by the Competent Authority, the mechanism to apply for issuance of Duplicate Grade Sheet, Transcript and Migration Certificate in case of loss or damage is notified for information and compliance. In supersession of any earlier notification or order, a student may now apply for issuance of a Duplicate Migration Certificate in case the original migration certificate has not been utilized for the purpose of seeking admission or appearing in an examination and the applicant is in real need of a duplicate certificate. The detailed guidelines to apply for duplicate copy of the above mentioned documents are appended below:

A) Duplicate Grade Sheet and Transcript

- i) The student will submit an application for issue of the duplicate documents to Faculty I/C Examinations (through Head of School for continuing/casual students and directly for passed out students), citing the reason for the need for the duplicate documents (original documents lost or damaged), along with the requisite fee. In case damaged original document(s) is /are available, the same will be submitted by the student.
- ii) The student will also submit a notarized affidavit on a stamp paper of Rs. 100/- stating that the original documents have been lost or damaged (as the case may be) and the documents or their copies will not be used by the student for any purpose in the future.

Faculty I/C Examinations shall be the approving authority and the duplicate documents shall be issued by the Examination Wing directly to the student in person or through post (with postal charges) as requested by the student.

B) Duplicate Migration Certificate

- i) The student will submit an application for issue of the duplicate migration certificate to the Faculty I/C Examinations, citing the reason for the need for the duplicate document (original document lost or damaged), along with the requisite fee. In case the damaged original migration certificate is available, the same will be submitted by the student.
- ii) The student will also submit an affidavit from 1st class magistrate on a stamp paper of Rs. 100/- stating that the original migration certificate has not been utilized for the purpose of seeking admission or appearing in an examination and the student has lost it or it has been damaged and the applicant is in real need for a duplicate certificate.

Faculty I/C Examinations shall be the approving authority and the duplicate documents shall be issued by the Examination Wing directly to the student in person or through post (with postal charges) as requested by the student.

*For both A) and B) above, in cases where Faculty I/c Examinations is satisfied that an original certificate was miscarried in post and did not reach the applicant, the requirement of an affidavit may be dispensed with.

However, there is no change in the already notified procedure for issuance of duplicate degree certificate and provisional passing certificate.

- Application fee
 - (i) Duplicate Grade Sheet (per grade sheet) – Rs. 500/-
 - (ii) Duplicate Transcript – Rs. 1500/-
 - (iii) Duplicate Migration Certificate – Rs. 1000/-
- Link for fee payment: The required fee to be paid online through the following link:
<https://smvdu.samarth.edu.in/feeportal/index.php/site/login> and receipt to be shared on email id examinationwing@smvdu.ac.in
- Format of application and affidavit: As per the enclosed formats.

This issues with the approval of the Competent Authority.


Registrar

Copy to

1. All Deans and HoDs for information and circulation among the continuing students of their respective schools.
2. AR (VC Secretariat) for kind information of the Hon'ble Vice Chancellor.
3. To be uploaded on the University website.
4. Concerned file.



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Annexure A

Application for issuance of Duplicate Grade Sheet, Transcript and Migration Certificate in case of loss or damage

1. Name of the student _____
2. Entry No. _____
3. Parentage _____
4. Academic Program _____
5. Address _____

6. School _____
7. Year of joining the program _____
8. Year of passing the program _____
9. Duplicate document applied for (tick) : (i) Grade sheet (ii) Transcript (iii) Migration certificate
10. Reason to apply for duplicate document _____

11. Enclose relevant affidavit in the prescribed format

Signature of the student: _____

Name in full _____

Entry No. _____

Date _____

Head of the School (remarks) _____

Signature _____

Date _____

Faculty I/c Examinations

Annexure B

Format of Affidavit to apply for Duplicate Grade Sheet and Transcript in case of damage
(To be notarized on non judicial stamp paper of Rs. 100/-)

I _____ S/o / D/o Smt. _____ and
Shri _____ R/o _____
do hereby solemnly declare as under:

1. That I have completed _____ (Name of degree/ program) from Shri Mata Vaishno Devi University, Katra in the year _____ under Entry No. _____
2. That the Grade Sheet (s) / Transcript (the details of which are appended in the application form) issued to me by Shri Mata Vaishno Devi University has / have been lost / damaged.
3. That I am in real need of the duplicate copy of the above stated document(s) and I have no objection for cancellation of the originals of the above document(s) by the University before issuance of a duplicate copy / copies.
4. That the statements made herein above are true and correct to the best of my knowledge and belief. In case of any discrepancy, I shall be responsible for any consequences that may arise out of it.

Deponent

Annexure C

Format of Affidavit to apply for Duplicate Migration Certificate in case of loss or damage

(To be executed before 1st Class Magistrate on non judicial stamp paper of Rs. 100/-)

I _____ S/o / D/o Smt. _____ and
Shri _____ R/o _____
do hereby solemnly declare as under:

1. That I have completed _____ (Name of degree/ program) from Shri Mata Vaishno Devi University, Katra in the year _____ under Entry No. _____.
2. That the original Migration Certificate (the details of which are appended in the application form) issued to me by Shri Mata Vaishno Devi University has been lost / damaged.
3. That I have not utilized the Migration Certificate issued to me by the University for the purpose of seeking admission or appearing in any examination and I am in real need of a duplicate certificate
4. That I have no objection for cancellation of the original Migration Certificate by the University before issuance of a duplicate copy.
5. That the statements made herein above are true and correct to the best of my knowledge and belief. In case of any discrepancy, I shall be responsible for any consequences that may arise out of it.

Deponent