



Register No.		Name of the Candidate (in CAPITAL LETTERS)	
Programme & Branch		School	
Mobile No.		Email Id	

**Application for the purpose of**  **for whichever is applicable)**

Description	Original Certificate SL.No. (Original should be enclosed for Correction)	Cost Per Certificate	Amount
<input type="checkbox"/> <b>Grade Card</b> <input type="checkbox"/> Duplicate <input type="checkbox"/> Correction [                                    ]		300	
<input type="checkbox"/> <b>Degree Certificate</b> <input type="checkbox"/> Duplicate <input type="checkbox"/> Correction [                                    ]		1500	
<input type="checkbox"/> <b>Consolidated Statement of Grades</b> <input type="checkbox"/> Duplicate <input type="checkbox"/> Correction [                                    ]		1000	
<input type="checkbox"/> <b>Provisional Certificate</b> (Before getting the Original degree Only) <input type="checkbox"/> Duplicate <input type="checkbox"/> Correction [                                    ]		750	
<b>Total:</b>			

Payment Details:

VIT Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

DD No. \_\_\_\_\_ Bank & Branch \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

(Please enclose "VIT Payment Original Receipt/ Demand Draft")

**Enclosures for Duplicate certificates / Name correction):**

Sl. No.	Enclosure	Issuing Authority
1.	FIR along with Non-traceable certificate	
2.	AFFIDAVIT	
3.	Demand Draft (if by Post)	
4.	Gazette Notification	

Signature of the Applicant

VIT Legal Officer

Registrar

Controller of Examinations

**❖ Instructions for the Applicant**

- Apply for Duplicate Certificates with Original **FIR along with Non-traceable certificate** and Affidavit (English). In case if original certificates found then original certificates must be returned to Vellore Institute of Technology for cancellation.
- Apply for name correction in certificates along with appropriate documents (after name correction in the administrative office / Gazette Notification copy).
- Payments should be made either in **VIT Account** or by **Demand Draft in favour of 'Vellore Institute of Technology'** payable at Vellore, Tamil Nadu, India.
- Pay order / Cheque are not accepted in the Office of the Controller of Examinations.
- A minimum of four weeks from the date of the application is required for processing (more if there is delay in verifying the Authenticity of the documents like FIR along with Non-traceable certificate /AFFIDAVIT by the issuing authorities)