



APPLYING FOR DUPLICATE DEGREE CERTIFICATE

▪ **Procedure:**

To get a duplicate Degree in the event of loss of original Degree, write an application (in prescribed format given below) addressed to the **Controller of Examination**, for issuing duplicate Degree mentioning the loss of his/her original Degree. The following documents are to be enclosed with the application for duplicate Degree:-

- a) First Information Report (FIR) **in original** clearly mentioning loss of original Degree

OR.

An affidavit prepared by the Notary on a non- judicial stamp paper of Rs.50/-. (*The matter to be printed on the affidavit is detailed below*)

- b) Attach a copy of the original Degree issued to him by AURO University (if available).
c) Fee Receipt for Rs. 1500/- Degree.
d) Send the application along with the above mentioned documents to following address:-

***Controller of Examination
AURO University, earthspace,
Hazira Road, opp. ONGC, Surat,
Gujarat 394510***

▪ **Fees:**

Candidate required to pay an amount of Rs. 1500/- Degree

Following is the URL for online transactions:

1. Payment URL: <http://aurofees.aurouniversity.ac.in/>

2. AURO University
Kotak Mahindra Bank
K.G.Point, Ghod Dod Road, Surat – 395 007
Account No.5013630770
IFS Code : KKBK0000871
MICR Code : 395485002
Swift Code : KKBKINBB

- The duplicate marksheet/grade card will be prepared same as original one except the inscription of '**DUPLICATE**' on top of the duplicate Degree.



Matter to be printed for Affidavit if FIR is not Enclosed

(To be printed on a non-judicial stamp paper of Rs.50/-)

AFFIDAVIT

I, <NAME OF THE STUDENT > son of Shri < NAME OF THE FATHER/MOTHER >, resident of < PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:-

1. That, I am / was a student of AURO University, Surat, Gujarat from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed / failed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> and <SEMESTER> from AURO University, earthspace, Hazira Road, opp. ONGC, Surat, Gujarat 394510 in the year < YEAR>.
3. That, the original <NAME OF THE PROGRAMME> Degree Certificate issued to me by the AURO University, Surat, Gujarat has been lost to the best of my knowledge and belief. There is no immediate likelihood of the said original Degree Certificate being traced out.
4. That, in the unlikely event of the original Degree Certificate ever getting found, will not be misused.

Deponent

Verification

Verified that the contents of this affidavit are true and correct to the best my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFEDEVIT>

Place: <CURRENT CITY OF YOUR STAY>

Deponent



Application for Duplicate Degree Certificate

To,

Controller of Examination
AURO University,
earthspace, Hazira Road,
opp. ONGC, Surat, Gujarat 394510

Subject:- Application for Issue of Duplicate Degree Certificate.

Sir / Madam,

I am / was a student of AURO University, Surat. I appeared and
Passed (*name of degree*) _____ Degree
Certificate in (Year) _____ from AURO University, Surat, Gujarat.

The original Degree Certificate issued to me by AURO University, Surat, Gujarat has been lost / stolen to the best of my knowledge and belief. There is no immediate likelihood of the said original Degree Certificate being traced out.

Therefore, I kindly request you to issue me duplicate Degree Certificate. The required documents to support the claim of loss of my original Degree Certificate are enclosed herewith.

Yours faithfully,

Sign _____
Name : _____
Enrollment No.: _____
Contact No. _____

Enclosures:-

- (i) Fee receipt Issue by Account Office for Rs. 1500.
- (ii) FIR for loss / stolen of original Degree Certificate (in original) **OR** Affidavit.
- (iii) Xerox copy of the original Degree Certificate issued by AURO University (if available).