



APPLYING FOR DUPLICATE MARKSHEETS / GRADE CARDS

▪ **Procedure:**

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

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

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 Marksheet issued to him by AURO University (if available).
c) Fee Receipt for Rs. 500/- per Marksheet /grade card.
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. 500/- per marksheet/ grade card

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 marksheet/grade card.

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> marksheet / grade card 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 marksheet being traced out.
4. That, in the unlikely event of the original marksheet 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 Marksheet / Grade Card

To,

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

Subject:- Application for Issue of Duplicate Marksheet / Grade Card.

Sir / Madam,

I am / was a student of AURO University, Surat. I appeared and passed / failed the (*name of degree*) _____ Degree in _____ and semester _____ from AURO University, Surat, Gujarat.

The original (*semester*) _____ marksheet / grade card 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 marksheet being traced out.

Therefore, I kindly request you to issue me duplicate (*semester*) _____ marksheet / grade card. The required documents to support the claim of loss of my original marksheet/grade card are enclosed herewith.

Yours faithfully,

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

Enclosures:-

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