



# SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

## APPLICATION FOR DUPLICATE GRADE CARD

The application will be considered for only those who have **lost their Original Grade Card irrecoverably**

1	Applicant Name and Address <i>(as printed on the Original Grade Card)</i>	
2	Registered Number	
3	Campus of Study	
4	Academic Programme	
5	Period of Study	
6	For which Semester of Study is the Duplicate Grade Card required?	I    II    III    IV    V    VI    VII    VIII
7	State clearly the reason for the loss of the Original Grade Card. This must be supported by an affidavit – see Instructions below	
8	If you lodged a police complaint, have you enclosed a copy?	
9	Have you enclosed a photocopy of the original Grade Card?	
10	Active Landline / Mobile Number	
11	Active Email ID	
12	<b>SBI Collect</b> <i>Please email the SBI Collect acknowledgement for payment of ₹500</i>	
	SBI Collect Reference No:	
	Date:	

Date

Student Signature

## INSTRUCTIONS TO APPLICANTS

### Sworn Affidavit

Applicants must enclose an affidavit, sworn before a Notary / First-Class Magistrate, as specified hereunder:

- I “Whereas the Sri Sathya Sai Institute of Higher Learning, Prasanthi Nilayam has accorded me the Original Grade Card bearing the Regd. No \_\_\_\_\_ Semester No \_\_\_\_\_ of the Programme that has been lost whilst in my possession, having been so lost, an application to the Institute for the grant of a Duplicate having been made, subject to the condition, that if, the Original Grade Card is recovered by me, I shall surrender it to the Institute”. **(Reference: Item 7)**

II Incomplete applications will be rejected. **No correspondence will be made on this matter.**

The filled in, completed application form and supporting documents must be submitted by hand or sent by post to:

II The Controller of Examinations, Administrative Office, Sri Sathya Sai Institute of Higher Learning, Prasanthi Nilayam – 515134, Sri Sathya Sai District, Andhra Pradesh.

- III
- a) Applicants are required to send a self-addressed, cloth-lined envelope – 16x12 inches in size along with the application. The Institute requires this in order to send the Duplicate Grade Card back to the applicant by post.
- b) The name of the applicant, along with the full, complete postal address, including the town/city, PIN code, district and state must be clearly written or typed on the envelope.
- c) Stamps totalling ₹55 must be affixed on the top right-hand corner of the envelope. This will ensure safe delivery of the document by India Post, via Registered Post with Acknowledgement Due. Students of foreign nationality may affix appropriate postage for an envelope weighing 100-120 g.

[Please click here to make the payment of ₹500 using SBI Collect](#)

- IV Please email the SBI Collect acknowledgement for payment of ₹500 for EACH Application for Duplicate Grade Card to the Controller of Examinations on [controller@sssihl.edu.in](mailto:controller@sssihl.edu.in)

### OFFICE OF THE CONTROLLER OF EXAMINATIONS, SSSIHL

**Address:**  
The Controller of Examinations  
Administrative Office  
Sri Sathya Sai Institute of Higher Learning  
Prasanthi Nilayam – 515134  
Sri Sathya Sai District  
Andhra Pradesh

**Tel:** +91 8555 287 191

**Email:** [controller@sssihl.edu.in](mailto:controller@sssihl.edu.in)

**Web:** [sssihl.edu.in](http://sssihl.edu.in)