



SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

APPLICATION FOR DUPLICATE DEGREE CERTIFICATE

The application will be considered for only those who have **lost their Original Degree Certificate irrecoverably**

1	Applicant Name and Address <i>(as found in the Original Grade Card)</i>	
2	Registered Number	
3	Campus of Study	
4	Academic Programme	
5	Period of Study	
6	The year when the Original Degree Certificate was obtained <i>(Indicate the year of your Convocation)</i>	
7	State clearly the reason for the loss of the Original Degree Certificate This must be supported by an affidavit – see Instructions below	
8	If you lodged a police complaint, have you enclosed a copy?	
9	If you advertised in the press, have you enclosed a copy? This must be supported by a newspaper cutting – see Instructions below	
10	If an affidavit, sworn before a Notary / First-class Magistrate is enclosed? As per the format – see Instructions below	
11	Have you enclosed a photocopy of the original Degree Certificate	
12	Active Landline / Mobile Number	
13	Active Email ID	
14	SBI Collect <i>Please email the SBI Collect acknowledgement for payment of ₹1000</i>	
	SBI Collect Reference No:	
	Date:	

Declaration by the Applicant

I undertake that if my Original Degree Certificate, which has been irrecoverably lost, is put to unfair use by any person who may lay hands on it, I shall be liable for all consequences and loss which may accrue from such misuse.

Date

Student Signature

Declaration by the Director of Campus

I have no objection to the Institute issuing a Duplicate Degree Certificate to the above candidate.

Date

Director of Campus Signature

INSTRUCTIONS TO APPLICANTS

I Before applying for the Duplicate Degree Certificate, the candidate should have explored all the possibilities of retracing the Original Degree Certificate and, only if she / he is convinced that the Original Degree Certificate has been lost irrecoverably, she / he can apply for the same

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 **the Director of the SSSIHL Campus where she/he studied.**
For contact information, visit the [Contact Us](#) page of the SSSIHL website.

III In the event of loss in transit / misplacement of the Original Degree Certificate, a police complaint has to be lodged and an acknowledgement obtained from the police station. The copy of the complaint and the original acknowledgement must be enclosed along with the application. (**Reference: Item 8**)

III A press notification as per the format (given below) has to be published in a daily and the newspaper cutting has to be enclosed along with the application. (**Reference: Item 9**)
An affidavit, sworn before a Notary / First-class Magistrate must be enclosed as per the format (given below). (**Reference: Item 10**)

IV 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.

V **[Please click here to make the payment of ₹1000 using SBI Collect](#)**

Please email the SBI Collect acknowledgement for payment of ₹1000 for EACH Application for Duplicate Degree Certificate to the Controller of Examinations on controller@sssihl.edu.in

FORMAT OF THE NEWSPAPER NOTIFICATION

Notice is hereby given that the undersigned has lost her / his original certificate of her / his _____ Academic Programme issued to her / him by Sri Sathya Sai Institute of Higher Learning. Whoever finds it, is hereby requested to return the same to the undersigned immediately. Anyone found in possession in spite of this Notice will be deemed to be in unauthorized and illegal possession of it and shall be liable for any misuse of the same.

Name of the Candidate:
Telephone No:
Address:

Date

Student Signature

FORMAT OF THE AFFIDAVIT

I, _____, daughter/son of _____, age _____, resident of _____ do hereby take oath / solemnly affirm and declare as under:

1. That the Original Degree Certificate of _____ Academic Programme which was issued to me by the Sri Sathya Sai Institute of Higher Learning, Prasanthi Nilayam, has been irrecoverably lost / destroyed.
2. That I have made a thorough and diligent search of the Original Degree Certificate, but in spite of my best efforts, I have not been able to recover the same.
3. The duplicate copy of _____ Degree Certificate is now required by me, for the purpose of _____
(Give reasons stating why the duplicate copy is required and where it is to be submitted or produced).
4. I understand that if my Original Degree Certificate, which has been lost is put to any unfair use by me or by any person in whose hands the Original Degree Certificate might fall, then I shall be liable for all consequences arising therefrom and I agree to indemnify and always keep indemnified and hold harmless the Institute for any such loss or consequences, which the Institute may sustain by reason of any improper or unfair use of the aforesaid Degree Certificate.

Date

Student Signature

VERIFICATION

I, the deponent above named, do hereby solemnly affirm/take an oath that the statements made in Paragraphs 1 to 4 of the above affidavit are true and correct to my own knowledge, and that no part of it is false and that nothing has been concealed from herein.

Solemnly affirmed / Sworn at this day _____

Attested and identified by me

Signature of the Deponent

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
	Web: sssihl.edu.in