

VANITA VISHRAM WOMEN'S UNIVERSITY
Managed By Vanita Vishram, Surat

Application Form for Provisional Degree Certificate/ Duplicate Degree Certificate/Name Correction in Degree Certificate

***Put Appropriate Tick Mark**

	Provisional Degree Certificate
	Duplicate Degree Certificate
	Name Correction in the Degree Certificate

Date of Application		Admission Year	
Name of the Faculty			
Programme			
Branch/ Discipline (if applicable)			
Semester			
Roll No.			
Mobile. No.			
Full Residential address of applicant			
Name of the Student (as per HSC Marksheet) (CAPITAL LETTERS ONLY)			
a) Name of last exam			
b) Last Semester Passing year			
c) Last semester Result (in SGPA)			
d) CGPA			
Reason for the Request			
Details of Correction in the Degree Certificate (if applicable)			
Signature of the Student			
For Office Use Only			
Amount Collected		Amount Collected by (Name & Sign)	Date of Payment
Verified by IT Department (Name & Sign)		Endorsed by CoE (Name & Sign)	

List of Enclosures:

- Self-Attested Copy of Aadhar Card
- Self-Attested Copy of University ID Card
- Self-Attested copies of all Semesters Marksheets (including Backlog)
- Online Copy of Marksheet (if Marksheet is not available)
- Original Incorrect Degree Certificate (in case of correction)

Payment Details:

Duplicate Degree Certificate	400/- per Degree Certificate per Copy
Provisional Degree Certificate	500/- per Degree Certificate per Copy
Name Correction in the Degree Certificate	400/-

For Duplicate Degree Certificate

1. Duplicate Degree Certificate form can be downloaded from the VVWU website.
2. Fill the Duplicate Degree Certificate form and submit the same in VVWU admin office and pay necessary fees.
3. Student has to submit her original affidavit on stamp paper of Rs. 50/- on compulsory basis.
4. If student is living out of India, then student has to submit affidavit on that country's legal stamp paper.
5. Xerox copy of Student's ID is compulsory. (If out of India, then need to submit passport xerox)
6. If student is not submitting the form by herself, then the authority letter from student is mandatory. The ID proof of both, the student and authorized person, are essential.