



NOIDA INTERNATIONAL UNIVERSITY

GAUTAM BUDDH NAGAR

Duplicate Degree/Diploma/Statement of Grades/Marks

1. A duplicate degree/diploma/Statement of Grades/marks is issued to the candidates in case of lost/destroyed/deface. The following documents are required to be submitted on e-mail examination@niu.edu.in or by hand in examination section:-

(a) Application form (**Form-9**) duly completed and affixed self-attested latest photograph.

(b) Payment receipt of Rs. 500/- (Rupees five hundred only) for each marks sheet and Rs. 2000/- (Rupees two thousand only) for degree. The fee can be paid in the university accounts office or online

Noida International University, ICICI Bank
Account No. 025305007799,
IFSC :ICIC0000253)

or by any other online means available on the university website.

(c) Self-attested photocopy of any one of these documents (Aadhar Card, Driving License, Pan Card, Passport) as proof of identity.

(d) An attested copy of FIR lodged with the nearest Police Station to the effect that either the Original Degree/Diploma/ Statement of Grades/Marks has been irrecoverably lost or destroyed or defaced. If FIR available on website of the state, then self attested copy of its printout.

(e) Self declaration as per **Form-10**.

(f) Authorization letter (In case collected by others) alongwith ID proof of authorized person.

2. In case student requires duplicate degree/diploma/Statement of Grades/Marks by speed/registered post, postal charges will be paid by the student in addition to the duplicate Degree/Diploma/ Statement of Grades/Marks fee (Rs. 200/- within India and Rs. 2000/- for abroad). Address at which documents are required, must be neatly written in application form in CAPITAL LETTERS with correct PIN code.

3. In case of loss or any damage in postal, this university will NOT be responsible.

4. Minimum 30 days are required for processing the correction in degree and 07 days for correction in Statement of Grades/Marks after receiving the application.

5. For any query please contact on Mob No-7840099626 or write to examination@niu.edu.in .



NOIDA INTERNATIONAL UNIVERSITY
GAUTAM BUDDH NAGAR

Application for Issue of Duplicate Degree/Diploma/Statement of Grades/Marks

To,
The Controller of Examination
Noida International University

Sir,

1. I, the undersigned, am/was a student of Noida International University, G B Nagar (UP) for(Course/Branch). Unfortunately, original degree/diploma/ Statement of Grades/Marks as per details given below, issued by Noida International University, Distt- Gautam Buddh Nagar (UP) has/have been lost/destroyed/ misplaced/defaced:-

- (a) 1st year Statement of Grades/Marks.
- (b) 2nd year Statement of Grades/Marks.
- (c) 3rd year Statement of Grades/Marks.
- (d) 4th year Statement of Grades/Marks.
- (e) 5th year Statement of Grades/Marks.
- (f) Degree/Diploma
(Please tick mark as applicable)

2. I am enclosing self attested copy of Aadhar Card/Driving License/ Pan Card/ Passport (any one out of these) as a proof of my identity.

(g) I have lodged an FIR and copy of the same is enclosed.

4. My payment receipt No is dated If paid online, transaction Id Nodated.....

5. I may please be issued the above degree/diploma/Statement of Grades/Marks at the earliest.

Yours Faithfully,

Signature_____

Name_____

Roll No_____

Contact No_____

E-mail Id_____

Date_____

Postal Address (with Pin Code).....

Enclosures:-

- (i) Fee receipt of Rs.2000/- for degree and Rs. 500/- for each Statement of Grades/Marks from Account Section. If paid online, please attach the Transaction Id.
- (ii) Self attested copy of Aadhar Card/Driving License/ Pan Card/ Passport (any one out of these)
- (iii) Copy of FIR
- (iv) Declaration as per **Form-10**.

DECLARATION FOR OBTAINING DEUPLICATE DEGREE/DIPLOMA/MARKS SHEET

I,.....S/O/D/o.....
Permanent resident of
.....presently residing at
..... do hereby solemnly affirm and declare that:-

1. I say that the original degree/diploma/marks sheets dated issued by Registrar, Noida International University, Distt- Gautam Buddh Nagar (UP) on my passing the examination in 20.... Under Examination Roll No Enrolment No has been lost/destroyed/misplaced/defaced or any other reason.

2. I say that I have come to know about the same on or about..... I say that I have already lodged a N.O.C./F.I.R. categorically mentioning that the original degree/diploma/marks sheet has been lost/destroyed/misplaced/defaced or any other reason with the nearest local Police Station and that it has been duly received by the said Police Station on.....I say that a self-attested photocopy of the said N.O.C./F.I.R. bearing the due receipt/stamp/seal of such Police Station is uploaded at examination@niu.edu.in and also annexed herewith.

3. I say that I have also uploaded and annexing herewith a photocopy of (any one of the self attested documents in original : Aadhar Card, Driving License, Pan Card, Passport) as a proof of my identity.

(h) I say that I undertake to inform the Registrar, Noida International University, Gautam Buddh Nagar (UP) if, as and when I find/locate/trace my original degree/diploma/marks sheets which has been lost/destroyed/misplaced or any other reason at the earliest, and not less than within

(i) I say that I undertake that in case my original degree/diploma/marks sheets which has been lost/destroyed/misplaced/defaced or any other reason, is put to any kind of unfair use by any person (s) who has/can wrongly lay hands on it, I shall be solely responsible for all and /or any damage which may accrue to the Noida International University. I say that I indemnify the Noida International University from all and /or any acts of any kind.

(j) I say that all the above information/declaration given by me is true and correct and nothing therein is false or fabricated. I say that in case of any of the above is found to be false/wrong/incorrect. I shall be liable for penal action under sections 177, 193, 198, 199 and /or 200 of the Indian Penal Code, 1860 or any other legal action(s) in any Court of law.

Student Signature_____

Student Name_____

Course Name_____