



## PROCEDURE FOR OBTAINING

### DUPLICATE STATEMENT OF MARKS/DEGREE CERETFCATES

S.No	Particular	Summary
1	Application Form available at	<ul style="list-style-type: none"> <li>• <a href="http://www.kazirangauniversity.in">www.kazirangauniversity.in</a></li> <li>• Duplicate Mark sheet/Degree certificate Request Form</li> </ul>
2	Fee Structure	<ul style="list-style-type: none"> <li>• Upto 1 year after graduation – ₹. 500/- per statement of Marks.</li> <li>• Upto 1- 2 years after graduation – ₹. 1000/- per statement of Marks.</li> <li>• Upto 2-5 years after graduation - ₹. 2000/- per statement of Marks.</li> </ul> Fee can be deposited by cash, Demand Draft or Bank transfer
3	Documents required	Photocopy of Roll Number/Registration Card for which Duplicate Statement of Marks/Degree Certificate to be obtained/Notification of graduation
4	Verification required	Verify the filled document from the Head Of the Department / Dean of School with <b>Stamp and Signature.</b>
5	Timings	9.30 am – 3.00 pm
6	Submit at	Registrar Office The Assam Kaziranga University Koraikhuwa, NH – 37 Jorhat, Assam PIN - 785006
7	Time Taken	Document will be issued preferably within Two Weeks.

**Note:-**

1. The number of year will be calculated from the last examination passed/final examination completed.
2. Candidate should enclose a self – addressed envelope with requisite postal charges in case of certificate is required by post.
3. In very special case, subsequent copies of Statement of Marks may be issued not more than 4 times.
4. The application form for issue of statement of Marks required for different Roll No. for each of the year of Examination may be filled in separately.
5. The application form must be signed by student and in no case by someone else on his / her behalf.
6. The fee may be deposited in the cash counter of KU in cash, by Demand draft, Cheque drawn in favor of North Eastern Knowledge Foundation A/C No.32859481962 payable at Jorhat or through bank transfer. In case of bank transfer the reference and the details must be submitted for verification. Bank : **STATE BANK OF INDIA, BRANCH NAME: BAZAR BRANCH, JORHAT, IFSC CODE: SBIN0014694**