

Issue of Duplicate Marksheet

The duplicate Marksheet or Grade Card is issued only if the original Marksheet or Grade Card is lost or stolen.

A. PROCEDURE

The following procedure is to be adopted by the candidate for getting a duplicate Marksheet

- Marksheet to be issued from Rai University, Ahmedabad only.
- Lodge an FIR (First Information Report) for the same to the nearest Police Station from where the marksheet is lost.
- Get an affidavit prepared by the Notary on a non-judicial stamp paper.
- Write an application addressed to “Controller of Examination, Rai University, Ahmedabad,” mentioning the loss of your marksheet and reference of above documents.
- Attach a Xerox copy of the original marksheet issued by Rai University, Ahmedabad (if available).

B. CHARGES

Candidate has to pay an amount of Rs.500/- (Rupees Five Hundred) per marksheet towards the processing fee by cash at Rai University with appropriate application form, Handwritten Application and required documents which are mentioned above.

C. PROCESSING

- Attach all the above documents in Original along with your application and send it or you can submit the same in person at the following address:

**Controller of Examination,
Rai University,
Saroda, Dholka Taluka,
Ahmedabad-382260**

D. TIME FRAME

- After prepare and through verification the duplicate Marksheet will be issued within 30 days.
- Word “**Duplicate**” will be mentioned by Stamp on the issued marksheet.

Proforma for Affidavit

(To be printed on a non-judicial stamp paper)

AFFIDAVIT

I, <NAME OF THE CANDIDATE> son of Shri. <NAME OF FATHER/ MOTHER>, resident of<PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:

1. That, I am/was a student of < NAME OF SCHOOL>, <NAME OF COURSE> Rai University, Ahmedabad from <MONTH & YEAR> till <MONTH & YEAR> or <CURRENT SEMESTER>.

3. That, the original <NAME OF THE PROGRAMME> Marksheet of <SEMESTER> Semester issued by Rai University, Ahmedabad has actually been lost and to the best of my knowledge and belief, there is no immediate likelihood of the said original marksheet being traced out.

4. That, in the unlikely event of the original marksheet ever getting found, will not be misused.

Deponent

Verification

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFEDAVIT>

Place: <CURRENT CITY OF YOUR STAY>

Deponent

Witness:

1. _____

2. _____