

## **Issue of Duplicate Degree Certificate**

The duplicate Degree certificate is issued only if the original Degree certificate is lost or stolen.

### **A. PROCEDURE**

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

- Degree 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 degree 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 degree and reference of above documents.
- Attach a Xerox copy of the original Degree conferred on you by Rai University, Ahmedabad (if available).

### **B. CHARGES**

Candidate has to pay an amount of Rs.1000/- (Rupees One Thousand Only) towards the processing fee through Demand draft in favor of “Rai University”.

### **C. PROCESSING**

- Attach all the above documents in Original along with your application and send it at the following address:

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

### **D. TIME FRAME**

- After prepare and through verification the duplicate degree certificate will be issued within a month.
- Word “**Duplicate**” will be mentioned by Stamp on the issued degree certificate”

## **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 was a student of < NAME OF SCHOOL>, <NAME OF COURSE> Rai University, Ahmedabad from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in<NAME OF BRANCH> from Rai University, Ahmedabad in the year <GRADUATING YEAR>.
3. That, the original <NAME OF THE PROGRAMME> Degree Certificate conferred upon me 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 certificate being traced out.
4. That, in the unlikely event of the original degree certificate 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. \_\_\_\_\_