

**Dr. NTR UNIVERSITY OF HEALTH SCIENCES:: AP:: VIJAYAWADA-8**

**APPLICATION FOR OBTAINING A CERTIFICATE IN PLACE OF THE  
LOST ORIGINAL DEGREE OF COURSE**

Affix recent  
passport size  
photograph.  
To be attested by  
the Principal  
concerned across  
the photo covering  
both the ends..

- As a Duplicate Degree Certificate is not being issued by the University, a certificate issued to the candidate in place of his / her lost Original Degree on submitting this form to the Registrar, Dr. NTR UHS, duly certified by the Principal concerned together with the prescribed fee of Rs.6500/- and related documentary evidence.
- Candidate is instructed to be very careful about the entries to be made in the under mentioned columns. All entries should be in candidate's own handwriting and candidate will be held personally responsible for any incorrect entry that he/she makes.
- The name of the candidate and that of his/her father given hereunder should correspond to those mentioned in the examination form.

I solemnly and sincerely swear on oath that my \_\_\_\_\_ Original Degree certificate is lost / is not in proper condition (the certificate is enclosed) and pray that a certificate may be issued to me in place of my lost original Degree in support of details furnished under:

1.	Name of the candidate : (BLOCK LETTERS)	
2.	Father's name : (BLOCK LETTERS)	
3.	Address to which the Duplicate Certificate should be sent.	
4.	Details of Permanent Registration No., date of registration & state.	
5.	Details of study	1. Hall Ticket No: 2. Course : 3. Month & Year of passing : 4. Division: 5. College studied : 6. Internship completed : From _____ To _____.
6.	Fee for Rs.6500/- paid vide Demand Draft No., Date and name of Bank.	

Place :

Date :

SIGNATURE OF THE CANDIDATE

**IDENTIFICATION CERTIFICATE**

(To be signed by the Principal of the college where the candidate completed the course)

This is to certify that Mr./Ms. \_\_\_\_\_  
son/daughter of \_\_\_\_\_ completed the \_\_\_\_\_ Course  
of Dr.NTR UHS in the last Exam held in \_\_\_\_\_ with  
Hall Ticket No. \_\_\_\_\_ in \_\_\_\_\_ Division and consecutively completed  
the one year Compulsory Rotatory Internship from \_\_\_\_\_ to \_\_\_\_\_.

The candidate has signed this certificate in my presence and bears the following identification marks.

1.

2.

SIGNATURE OF THE CANDIDATE  
(In the presence of the Principal of the college where studied)

Signature of the Principal  
with date & office seal.

**The following documents shall be submitted along with the application.**

1. Should execute a notarized Affidavit on a Non-Judicial Stamp paper of Rs.100/- value to the effect that he is applying for a Certificate in place of his/her lost Original Degree specifying the reasons and it will be returned in the case he found the Original at later date.
2. Non-traceable certificate from the competent authority (Viz., if the degree is lost in transit or stolen at any place, the certificate from the Sub-Inspector of Police from the Police Station of the concerned jurisdiction).
3. Demand Draft for Rs. 6,500/- (Rupees Six thousand Five hundred only) drawn in favour of the Registrar, Dr. NTR UHS on any Nationalized Bank payable at Vijayawada.
4. Attested copy of Provisional Pass Certificate.
5. Attested copies of all Marks Memos from 1<sup>st</sup> to Final year.
6. Attested copy of Original Degree Certificate already issued.
7. Attested copy of the Internship Certificate (if applicable).
8. Attested copy of the Intermediate Certificate.
9. Attested copy of the permanent registration certificate (if applicable).
10. Recent stamp size photograph attested by a Gazetted Officer.

**Format of Notarized Affidavit for issue of certificate on loss of Original Degree to be executed on a non-judicial stamp paper of ₹.100/- AFFIDAVIT**

I \_\_\_\_\_, Son/Daughter of \_\_\_\_\_  
aged \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_, do solemnly affirm and state as follows :-

While I was traveling from \_\_\_\_\_ to \_\_\_\_\_ (Place) on  
\_\_\_\_\_ (date), I lost my Original Degree Certificate bearing Sl. No \_\_\_\_\_ of  
\_\_\_\_\_ course of Dr. NTR University of Health Sciences, Vijayawada given on  
\_\_\_\_\_ (issued date) of the examination passed in \_\_\_\_\_ (month  
& year) with Register Number \_\_\_\_\_.

I have made a reasonable and diligent search for the lost certificate, but failed in that  
attempt. I have also filed a FIR \_\_\_\_\_ in Police Station on \_\_\_\_\_  
(date). But till date I have not obtained any response in this regard.

I understand that the issuance of a certificate of loss of Original Degree voids the  
Original Certificate, and if I do manage to recover or find the Original Degree  
Certificate, it must immediately be surrendered to University.

The above mentioned facts are true and correct to the best of my knowledge,  
information and belief.

Dated this the .....day of..... month..... Year.

Signature of Deponent.

Signature & Stamp of the Notary