

Information for issuance of duplicate certificates

To request a duplicate Certificate, students are advised to follow these gentle steps:

1. File a First Information Report (FIR) for the lost document.
2. Prepare an affidavit on a 100 Rs. stamp paper.
3. Complete the Reissue form, providing the reason for re-issuance, (and affix a recent photograph in case of degree re-issuance).
4. Make a payment of :
 - a. Rs 1000 (for the Degree Certificate).
 - b. Rs. 100 (for the individual semester's Grade sheets)
5. If you opt for courier service, submit a payment transaction receipt of Rs. 300 for the delivery of the certificate.
6. Include a photocopy of any valid identity proof such as an Aadhar card or PAN card.
7. In case of Degree Certificate, do provide a soft copy of a passport-size photograph named as "**RegistrationNo_StudentFullName.jpeg**", with dimensions of **319 X 343 pixels**.

Arrange to send the original hard copies of the aforementioned documents, including **the FIR and affidavit** in original along with payment transaction details, via postal mail to the below address:

CONTROLLER OF EXAMINATIONS
MANIPAL UNIVERSITY JAIPUR
DEHMI KALAN, JAIPUR AJMER EXPRESSWAY
BAGRU, TESHIL – SANGANER, JAIPUR, RAJASTHAN – 303007 PH.
NO. - +91 – 0141 3999100 (EXT. NO. – 218, 642, 511, 204,799)

Once all the aforementioned documents/forms are received in their original form, along with the payment transaction details, we will commence processing your document. You can expect it to be ready within seven working days.

To make the payments, you may scan the below QR Code-

