

LOYOLA TWINNING PROGRAMME

Procedure for getting the Certificates

The general instructions for obtaining, Duplicate Mark Statements, Degree Certificate, and Corrections in the Certificate are as follows:

1) For applying for correction in the name in the certificate, the following documents are to be enclosed with the prescribed fee.

- Ø Requisition letter (original and Xerox copy)
- Ø Original certificate of Pondicherry University and one set of Xerox copy)
- Ø UG Degree Certificate – Two Xerox copies.
- Ø Rs.50 per Mark Sheet payable in DD, favouring, “The Finance Officer, Pondicherry University” payable at Pondicherry.*

*Note: No fees to be paid if correction is sought within 2 months from the date of issue of the certificate.

2) For applying for duplicate Certificates, the following documents are to be enclosed with prescribed fees:

- Ø Requisition letter (original and Xerox copy)
- Ø FIR copy and Notary Certificate (Original and Xerox copy)
- Ø Rs.50 per Mark Sheet and Rs.500 for Degree certificate and Additional Fee of Rs.100 per Year - payable in DD, favouring, “The Finance Officer, Pondicherry University” payable at Pondicherry.

3) For applying for consolidated Mark Statement, the following documents are to be enclosed with prescribed fees:

- Ø Requisition letter (original and Xerox copy)**
- Ø Xerox Copy of provisional Certificates – 2 copies**
- Ø Rs.250 payable in DD, favouring, “The Finance Officer, Pondicherry University” payable at Pondicherry.**

Coordinator