

	<i>THE NORTHCAP UNIVERSITY</i>	REVIEW DATE :
	IOM	SHEET 1 OF 1

APPLYING FOR A DUPLICATE DGS/DEGREE
OR CORRECTION

In case a student has lost or defaced a DGS or Degree, he/she can apply for issue of duplicate one by applying on NCU Form 35 available in the Library or on the website under *link-forms* along with a self-attested affidavit on Rs.10/ non-judicial stamp paper as per matter mentioned on the reverse of form 35. In case applying for a duplicate DGS, only affidavit is required but in case of lost Degree, an FIR with local Police is additionally required. A fee of Rs. 500/- per DGS and Rs.1000/- for Degree is payable in the Accounts department. In case of correction in DGS/Degree, form 35 is to be filled along with a fee of Rs.200/- per DGS/Degree.

For any clarification on the above, please call on +91 1244195258.