



# VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

## Application for Issue of Duplicate Marks Cards / Grade Card (DMC)

For Students of Non-Autonomous colleges only

### POINTS TO NOTE

- Pay online only by SBI Payment link <http://vtu.ac.in/online-fee-payment> and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- Original police FIR regarding the lost of Original Documents.
- **Original Affidavit on Stamp paper of ₹ 20**, mentioning the details of USN, Name, Semester, Month and Year of Examination of the Marks cards/Degree Certificate lost and requesting the concerned authority for the issue of DUPLICATE of the same. If original is found at later date after issue of duplicate, it should be returned to VTU.

**DMC**  
(For office use only)

**By Post Only**

Name of Student (As on Grade/Marks Cards)			
University Seat Number		Old USN (if applicable):	
Details of Fees Choose Category "F – Fees to be paid by student" – Examination <b>Additional Rs 50 Postage Fee (within in India) or Rs 2000 (Outside India)</b>		Fees per Duplicate Grade card/Marks card: ₹ 500-00 + ₹ 200 × No. of years since issue of grade/marks card Year of completion: _____ Year of application: _____ No. of years since completion: _____ Fees paid: ₹ _____ Payment ID: _____ Date: _____	

### Marks Card Particulars : Applied for Duplicate Marks/Grade Card

Non CBCS Scheme								CBCS Scheme			
Semester	First Attempt		Second Attempt		Third Attempt		Fourth Attempt		Sem	Month	Year
	Month	Year	Month	Year	Month	Year	Month	Year			
									1		
									2		
									3		
									4		
									5		
									6		
									7		
									8		
									9		
									10		

### CHECKLIST

- I declare that I have not studied in an Autonomous college       Original Police FIR with Affidavit on stamp paper  
 Online receipt of fees paid

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ PINCODE: \_\_\_\_\_ Signature: \_\_\_\_\_

**Application by Post**

**Application by Hand (In person at VTU Belagavi)**

Send the filled and signed application form and online receipt of fees paid to the following address:

**Registrar (Evaluation)**  
**Visvesvaraya Technological University, Jnana Sangama**  
**Belagavi- 590018**

For Office Use Only

Case Worker: \_\_\_\_\_

Special Officer: \_\_\_\_\_

### To be filled in by applicant in BLOCK Letters

**POSTAL ADDRESS TO WHICH DUPLICATE MARKS CARDS ARE TO BE SENT** (This portion will be cut and pasted on envelope. Check for correctness) **Note: Postage fee of Rs. 2000-00 to be added to the fees to be paid, for addresses outside India**

Name			USN:
Address			
	PIN:	Mobile:	

