



DIRECTORATE OF EVALUATION
GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)
(Declared as Deemed to be University, Estd. u/s 3 of UGC Act, 1956)
Gandhinagar Campus, Rushikonda, Visakhapatnam-530 045, A.P., India

Application Form for

GRADE CARD ☐ **PCMG** * ☐ **MIGRATION** ** ☐ **RANK CARD** ☐

Original ☐

In-Person ☐

Duplicate *** ☐

By Post ☐

(Tick the appropriate box (s))

1. Name of the Candidate (as in SSC in Capital Letters)			
2. Parents	Father's Name in full	Mother's Name in full	
3. Postal Address			
4. Phone No.	Mobile No: _____ Land Line (with STD Code): _____		
5. e-mail Id			
PARTICULARS OF THE QUALIFYING EXAMINATION			
6. Program Particulars	Program	Branch	Period of study
7. Campus	Visakhapatnam <input type="checkbox"/> Hyderabad <input type="checkbox"/>		
8. Registered No & Year of Passing	Regd. No.	Month & Year of passing	
10. Fee Paid : Fee can be paid through DD in favour of "CDL, GITAM UNIVERSITY" payable at Visakhapatnam. Challan No. / D.D.No. : _____ Date : _____ Bank : _____ Amount : _____ In words : _____ Place: _____ Date: _____ Signature of the Candidate _____			
NO DUES CERTIFICATE (Only for candidates applying for PC/PCMG) Certified that the candidate has "NO DUES" to the Institution. <div style="display: flex; justify-content: space-between;"><div>Signature of the Head of the Department (Stamp of the Department)</div><div>Signature of the Principal/Director (Stamp of the Institution)</div></div>			
Received the Certificate: Date: _____ Signature of the Candidate _____			

* For Provisional Certificate cum Consolidated Memorandum of Grades (PCMG): Enclose photocopy of SSC or equivalent.

** For Migration Certificate: Enclose a photocopy of TC.

*** For 'Duplicate' of any of the above Certificates: Enclose photocopy of original Certificate.



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FEE PARTICULARS

S.NO.	CERTIFICATES	RATE		
		Original	Duplicate	Triplicate
1.	Grade Card	---	Rs.100/-	Rs.200/-
2.	Provisional Certificate cum Consolidated Memorandum of Grades (PCMG)	Rs.200/-	Rs.400/-	Rs.500/-
3.	Migration Certificate	Rs.150/-	Rs.300/-	Rs.600/-
4.	Original Degree (before or after convocation)	Rs.1,500/-	Rs.1,800/-	Rs.2,000/-
5.	Transcripts	Rs.25/- per Transcript + Rs.10/- towards official envelope for each set of transcripts.		
6.	Correction of Name	Rs.300/-		
7.	Verification of credentials	Rs.500/-		

Note:

1. The above rates are applicable to candidates who apply for Degree and other Certificates in the same calendar year in which they have passed the examination. Candidates, in addition, have to pay a fee @ Rs.50/- for every belated calendar year, for all certificates, except Original Degree.
For Original Degree, candidates have to pay @ Rs.100/- per every belated calendar year and @ Rs.200/- from 6th year onwards.
2. Applicants for PG degree have to submit a photocopy of the Lower Degree. Those who are unable to submit the same for valid reasons have to submit an 'Affidavit' as in Annexure – I Degree application form.
3. Applicants for 'Duplicate Degree' have also to submit an Affidavit as in Annexure – II.
4. Application Forms can be downloaded from the website www.gitam.edu
5. All certificates, except Degree, will be issued only to Candidates.
6. Charges for dispatch of Certificates by post Rs.75/-

GU/DOE/14.12.2011

DIRECTOR - EVALUATION

ANNEXURE-I

APPLICANTS FOR ORIGINAL DEGREE UNABLE TO SUBMIT LOWER DEGREE

AFFIDAVIT

(on a Stamp Paper worth Rs. 50/- duly attested by First Class Judicial Magistrate/Notary)

I, _____ son/ daughter of _____
born on _____, aged _____ yrs, resident at Door No. _____ of Street/locality _____
of Village/Town/City _____ with Pin code _____, on solemn oath and
affirmation state as under:

1. That I have studied _____ Degree at _____ Campus of GITAM
Deemed to be University with Regd. No. _____ during the
years _____ and successfully completed all the requirements for the award of the
above degree.
2. That I am enclosing the Provisional Certificate of the degree applied for
3. That I am unable to submit the lower degree for the following reason:
☐ That CDL, GITAM is yet to issue the Original Degrees for our admitted batch of
students.
☐ That I have applied for the degree but yet to be issued by the CDL, GITAM.
☐ I am yet to apply for the degree.

Note: Candidates have to tick against one option applicable.

4. That I will submit a copy of the Degree/Diploma to the CDL, GITAM immediately after
receiving it.

Sworn before me

Deponent

(_____)
First Class Judicial Magistrate/Notary
With office seal

ANNEXURE-II

FOR ISSUE OF 'DUPLICATE' DEGREE/DIPLOMA CERTIFICATE
AFFIDAVIT

(on a Stamp Paper worth Rs. 50/- duly attested by First Class Judicial Magistrate/Notary)

I, _____ son/ daughter of _____
born on _____, aged _____ yrs, resident at Door No. _____ of Street/locality _____
of Village/Town/City _____ with Pin code _____, on solemn oath and
affirmation state as under:

1. That I have studied _____ Degree at _____ Campus of GITAM
Deemed to be University with Regd. No. _____ during the years _____
and successfully completed all the requirements for the award of the above degree.
2. That the Original Degree/Diploma Certificate issued to me by the CDL, GITAM has been
lost and in spite of my best efforts, I am unable to trace it. In case, if it is traced in future, I
shall submit the same to the CDL, GITAM for cancellation.
3. That I am in need of a Duplicate copy of the said certificate for which purpose I am hereby
making this declaration.

Sworn before me

Deponent

(_____)
First Class Judicial Magistrate/ Notary
With office seal