



**BADDI UNIVERSITY OF EMERGING SCIENCES AND TECHNOLOGY, BADDI
(Examination Branch)**

Instructions to Apply for Duplicate Degree

1. Fill the application form. Application Form is attached in **Appendix- A** and also available at Examination Branch of the University.
2. Student needs to come personally, or student can authorize someone in blood relation only to initiate the process on his/her behalf and inform the authorized person to bring the Authority Letter (Appendix-B) and his/her self-attested photo ID proof. (Govt. Issued Driving License/Passport/PAN Card and Aadhaar Card)
3. If the Original Degree is lost/misplaced/damaged then **Affidavit and copy of police complaint** is required. It is compulsory to submit An Affidavit (in original) in the format given in Appendix-C.
4. Attach the self-attested photo ID proof of student with application form.
5. An applicant can send soft copy (PDF) of all required documents in advance on
6. Email to facilitate the office process at coe@baddiuniv.ac.in
7. A fee for Duplicate Degree is **Rs/- 3000**.
8. Postage Charges are:
 - Rs.1500 for each envelope outside India
 - Rs. 200 for each envelope with in India.
 - Rs. 100 for each envelope with in Himachal
9. Mode of Payment:
 - **Cash**
 - **Payment through NEFT:**
Name of the Beneficiary: **Baddi University of Emerging Sciences and Technology**
Bank Account Number: **4131000100369439**
Bank Name: **Punjab National Bank**
IFSCCode: **PUNB0413100**
10. The process of application will be initiated only after the confirmation of payment of the fees.
11. The process of application will be declined if the Documents furnished are incomplete.
12. Issuance Period - **Minimum 30 working days for Duplicate Degree.**
13. The duplicate degree will be issued after the approval from authorities of BUEST.
14. For any query and clarification, please contact to the office of Examinations Section of University

Contact Details:

Email: coe@baddiuniv.ac.in

Tele No: +917807771336

Correspondence address:

Controller of Examination (Examination Branch)
Baddi University of Emerging Sciences and Technology
Makhnumajra, Baddi, Distt. Solan, H.P.-173205, India



Ref No. _____

Appendix - A

BADDI UNIVERSITY OF EMERGING SCIENCES AND TECHNOLOGY, BADDI
Application Form for Duplicate Degree

To
Vice-Chancellor,
Baddi University of Emerging Sciences and Technology.

Sir,

I was the student of BUEST. I have completed the _____ program in your University. My original Degree issued under the seal of Baddi University of Emerging Science and Technology is lost/Got Destroyed/ Damaged/Not Traceable/Not available. Kindly issue me the duplicate degree for the same. My details are as followed:

Full Name: _____ BUPIN No. _____ Year _____ of
Completion _____ Address for correspondence _____
Pin: _____ Contact No. (R) _____ (M) _____
Email: _____ Police Complaint Number: _____

Payment Details:

Fees paid Rs. _____ vide receipt no. _____ dated _____

Encl.: Fees Payment Receipt in original.

Copy of Police Complaint

Affidavit as per appendix 'C'

Student's Declaration

Sir,

I, (Mr./Ms.) _____, solemnly declare that I have
lost my original degree of _____

programme. Kindly give me the duplicate(s) of the same. I commit that (i) If I find the original degree subsequently, I shall surrender the Duplicate, (ii) I will not misuse these issued document under any circumstances and if it is found so, then I would be responsible personally for the punishment to be imposed upon me by the BUEST.

Date

Student's Name & Signature

(For Office Use)

Authority Letter

I, _____ (Name of Student), BUPIN No. _____ Programm _____ presently residing at _____ (full address) hereby authorize Mr./Ms. _____ Age _____ residing at _____ (full address), Telephone No. (M) _____ e-mail id _____ to act on my behalf in the matter related to Pay the fees/Received duplicate documents/to collect original documents (Grade Cards/Transcript/Degree Certificate) or Verified sealed envelope(s) from Examination Branch Office of Baddi University and it will be considered by the University as acknowledged by me.

I attach my Identity proof in support of verification of my signature and authorized person will also submit his/her Photo-ID proof.

Signature of Student with Date

Signature of Authorized Person with Date

(For Office Use)

Acknowledgement

I have received following documents from Baddi University of Emerging Sciences and Technology for _____ on his/her behalf and I acknowledge for the same.

1. _____
2. _____
3. _____
4. _____

Signature of Authorized Person with Date

Affidavit (Specimen)

An applicant (Student) will have to submit an Affidavit on applicable Stamp Paper Duly Notarized.

I, _____ (Student Name as per Enrollment), BUPIN No. _____, Programme _____ offered by Baddi University of Emerging Sciences and Technology, presently residing at

_____ (Full Address) hereby declared that I was provided original degree by the Baddi University of Emerging Sciences and Technology on completion of my course which is lost/Got Destroyed/ Damaged/Not Traceable/Not available with me hence I have applied for Duplicate degree as per prescribed procedure of the university. Further, I also declare that if I found/ receive the original degree in future then I will return it to Baddi University of Emerging Sciences and Technology. I am making this affidavit on the _____ day of _____ month and Year _____ to submit it to the Baddi University of Emerging Sciences and Technology

Note:

1. Photo Identity Proof duly attested should be attached with the Affidavit.