



Asia Pacific Institute of Management, New Delhi

Office of the Registrar

FORM FOR ISSUING DUPLICATE CERTIFICATE/MARKSHEET

[Please send the duly filled-in form with enclosures to academic@asiapacific.edu]

1.	Name of Student			
2.	Admission No.		Department	
3.	Program		Branch (if any)	
4.	Email ID			
5.	Contact Number			
6.	Father's / Guardian Name			
7.	Communication Address (with Pin Code)			
8.	Month & Year of Admission at APIM		Month & Year of Completion of Academic Program	
9.	Certificate(s) required (Please Tick)	Degree Certificate		Consolidated Mark sheet
10.	Reason for this request and Documents required to be submitted:			
	Reason	Documents to be Submitted		Please tick
	Lost certificate	Copy of FIR lodged in the police station of the area where the student lost the certificate.		
	Accidentally damaged certificate/Mark sheet beyond recognition	The student should submit an affidavit sworn in a court of law declaring that he/she has accidentally (cause should be mentioned) damaged the original certificate beyond recognition.		
	Accidentally damaged certificate/Mark sheet which is still recognizable but cannot be used as a certificate any more	The student shall be required to submit damaged certificate along with this application to the Institute.		
Please enclosed; Self attested of Both side of Mark sheet, Certificate.				

Date: _____

(Signature of the Student)

FOR OFFICE USE ONLY

<p>Verification: The facts, as stated above are CORRECT/NOT CORRECT as per records available.</p> <p>Observations, if any: _____ _____</p> <p>Date: _____</p> <p style="text-align: right;">Signature of Dealing Assistant</p>	<p>Date of Receipt of Application: _____</p> <p>Issuing Date of Certificate : _____</p> <p>Date: _____</p> <p style="text-align: right;">REGISTRAR(Academic)</p>
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