

GUIDELINES OF ISSUING OF DUPLICATE DEGREE CERTIFICATE

UVA WELLASSA UNIVERSITY

The certificate of degree conferred on a student is issued only once. The duplicate degree is issued for genuine cases only, if the original degree certificate is really lost or stolen or damaged.

The following procedure is to be adopted by the candidate for getting a duplicate degree in case of loss/theft:

1. Register an FIR (First Information Report) for loss/theft of the degree certificate to the nearest Police Station.
2. Advertise the loss in a National Daily newspaper the details of the degree and the full address of the candidate with a request for return of the document if received within a reasonable period. After waiting for 15 days should apply with the newspaper cutting.
3. A requisition letter duly signed by the candidate for application of duplicate degree mentioning the loss of the degree and reference of above documents is to be addressed to

Registrar
Uva Wellassa University

Application of duplicate degree Certificate should enclose the following documents:

- Copy of FIR (First Information Report) filed with Police intimating the loss of the certificate
- The full sheet of the copy of the notification published in a newspaper or gazette regarding the loss should be enclosed for verifying the date of issue, name and page number of the newspaper.
- Affidavit and self-attested photocopy of proof of identity
- Copy of lost Degree Certificate /Academic Transcript (if available)
- Filled in application for Degree Certificate with relevant documents

The following procedure is to be adopted by the candidate for getting a duplicate degree in case of accidental damaged:

1. Candidates applying for the duplicate of the degree certificate in lieu of accidental mutilation should produce the damaged original document along with the written application stating the nature and cause of damage.
2. An Affidavit on a non-judicial stamp paper duly signed on the prescribed stamp by the Notary Public (original) with an undertaking to return the duplicate degree in the case the original degree is found. (Format of affidavit given)
3. A requisition letter duly signed by the candidate for application of duplicate degree mentioning the due of accidental mutilation of the degree is to be addressed to

Registrar
Uva Wellassa University

Application of duplicate degree Certificate should enclose the following:

- Affidavit and self-attested photocopy of proof of identity.
- Payment receipt
- Copy of lost Degree Certificate /Academic Transcript (if available)
- Filled in application for Degree Certificate

Charges

A non-refundable payment of processing fee for duplicate degree certificate remitted prescribed for duplicate.

The following charges shall be applicable for issue of duplicating of Degree Certificate/ Academic Transcript.

Duplicate Degree Certificate	Rs. 1500.00
Duplicate Academic Transcript	Rs. 1000.00

(As per the Finance committee decision 78.04.01)

Disclaimer:

1. Applicants may kindly note that it takes approximately 45 working days from the day of receiving the above documents to process an application for the issuance of a duplicate degree.
2. If the certificate is lost in foreign countries, affidavit obtained from the Sri Lanka Embassy/Consulate of that Country (Annexure 2 -with appropriate changes), shall be submitted instead of affidavit signed before Notary
3. Decision of the University Senate / Registrar will be the final on all matters relating to the admissibility of application and affidavit.
4. Applicant shall be solely responsible for correctness of the information filled up and veracity of all produced documents.
5. Issuance of Duplicate Degree/Diploma/Certificate shall be strictly based on the satisfactory compliance of the conditions prescribed. Mere submission of application and documents does not entitle issuance of the same.