

NOTICE

(Updated Procedure & Fees for applying Duplicate Degree/Transcript/Migration or Grade Sheets)

Further to the University Notice Vide Ref. No.: **IUS/GTK/RG/263** dated **June 21, 2023**, this is to inform all concern students to kindly read the updated Procedure & Fees for applying Duplicate Degree/Transcript/Migration or Grade Sheets.

Any student who has lost/misplaced their Degree/Transcript/Migration or Grade Sheets and wishes to apply for the said duplicate certificates need to submit the following documents to the Examination Department.

1. An Application (Hand Written)
2. A copy of the FIR
3. Copy of Notarized Indemnity Bond (on Rs.100/- Non-Judicial Stamp Paper | Draft format in Annexure I) – **For Duplicate Degree and Migration Certificate only**
4. Any self-attested Identity Certificate as a proof

The Examination Department shall be verifying documents and after due verification only the student should pay the requisite fees which are as follows:

Sl. No	Description	Fee (In. Rs.)
1	Degree Certificate	3,000
2	Transcript	1,000
3	Migration Certificate	1,000
4	Grade Sheet per semester	500

The student needs to pay requisite fees through IU, Sikkim website only and submit a copy of the fee receipt to the Examination Department.

The Examination Department shall initiate the process and issue the duplicate certificates. The minimum time duration for the process will take at least 2 months.


Registrar
Rohit Rath


INDEMNITY BOND

TO ISSUE DUPLICATE DEGREE / MIGRATION CERTIFICATE

This Indemnity Bond is issued
by _____
S/O, D/O, W/O _____, R/O _____
aged about _____ years, hereinafter referred to as "the Student", which
term shall include his/her successors, assigns, administrators of One Part

IN FAVOUR OF

The ICFAI University, Sikkim, which term shall include its successors, assigns
and administrators of the Other Part

WHEREAS I had pursued the _____ Program of the ICFAI
University, Sikkim during the period _____ to _____ and upon
successfully completing the Programme I was issued the
.....Degree / Diploma / Certificate / Migration Certificate by the
ICFAI University, Sikkim.

AND WHEREAS I have lost/misplaced the Degree / Diploma / Certificate /
Migration Certificate issued by the ICFAI University, Sikkim and lodged a
police complaint with Police Station....., situated at
.....The copy of the Non-Traceable Certificate issued by said
Police Station.

WHEREAS I have approached the ICFAI University, Sikkim for issuance of a
duplicate Degree / Diploma / Certificate / Migration Certificate.

AND WHEREAS the ICFAI University, Sikkim has considered the request and
has agreed to issue a duplicate Degree / Diploma / Certificate / Migration
Certificate upon executing an Indemnity Bond in favour of the ICFAI
University Sikkim.

AND WHEREAS in compliance of the requirement I have agreed to execute an
Indemnity Bond in favour of the ICFAI University, Sikkim.

NOW THEREFORE THIS INDEMNITY BOND 'WITNESSETH AS FOLLOWS:

- 1. In consideration of the ICFAI University, Sikkim issuing a duplicate Degree / Diploma / Certificate / Migration Certificate to me, I hereby agree to indemnify the ICFAI University, Sikkim and keep it indemnified and harmless from and against any loss, damage, liability and expense (including attorney's fee and costs) incurred by the ICFAI University, Sikkim due to any claim, action, suit initiated by any third party in respect of the duplicate Degree / Diploma / Certificate / Migration Certificate being issued to me by the ICFAI University, Sikkim.*
- 2. I further undertake to return the Original Degree / Diploma / Certificate / Migration Certificate if and when found by him.*

Place:

(Name of the Student)

Date:

Student Signature