Step 1: To Pay fees for issuing Duplicate Marksheet / Degree Certificate
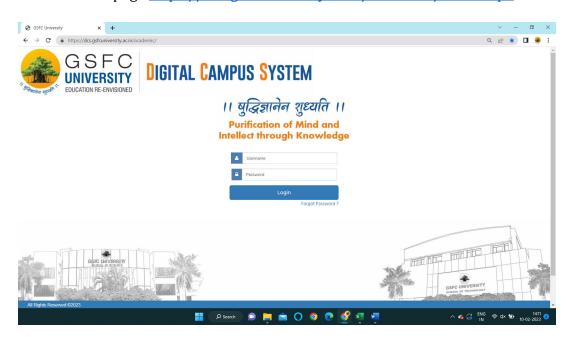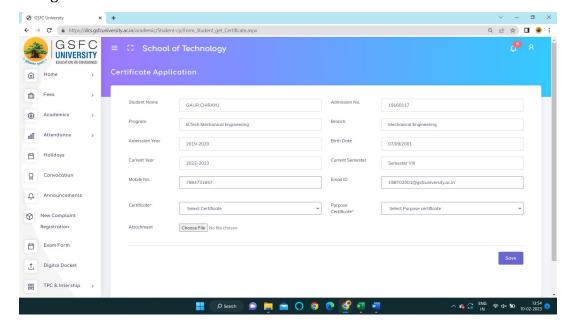
1. Access the webpage https://dcs.gsfcuniversity.ac.in/academic/index.aspx
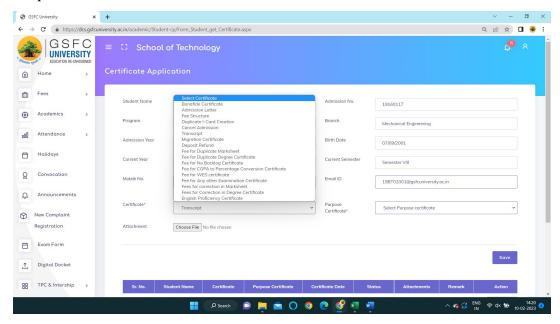

2. Navigate to the Certificate Menu located on the left-hand side.

3. Within the Certificate Application Window, choose the desired certificate from the dropdown menu.

4. **Objective**: Choose the appropriate selection from the provided menu that aligns with your specific needs.

5. **Attachments:** Upload scanned copies of all issued mark sheets in PDF format and save the changes.

6. **Payment:** Complete the required fee payment through the online portal.
   (If the payment option is not visible in the certificate menu, please refer to the Fee Menu and proceed accordingly.)

7. Once the fee payment is successfully processed, your application will be submitted. You will receive updates regarding the status in the Certificate menu. Moreover, you will be notified through your university email once the document is prepared.

8. If you encounter any difficulties with your DCS Login, please reach out to the IT Division or send an email to it@gsfcuniversity.ac.in for assistance.

9. For Duplicate Grade Cards/Degree Certificates, a physical copy of the application is necessary. However, for all other applications, there is no requirement to submit a hard copy.

Step 2: Submit the Hardcopy form to the Examination Division (Attached Below)

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD (MARKSHEET) / DEGREE/DIPLOMA CERTIFICATE

To,
The Assistant Registrar/Registrar
GSFC University

Sir / Madam,

I, the undersigned request you to kindly issue me the Duplicate Grade Card / Certificate of Degree / Diploma, as the original is lost / misplaced / not traceable and hence is not available with me.

A. Academic Details	
1) Candidate Name (In Block Letters)	
2) School	
3) Program	
4) Specialization	
5) Enrollment No.	
6) Details of Duplicate grade card	Semester:_____ Regular / ATKT :_____ Year / Month of Examination:_____

B. Personal Details	
1) Father's Name	
2) Mother's Name	
3) Address	
	State: Pin Code:
4) Candidate's Contact No.	
5) Parent's Contact No.	
6) E-mail ID.	

Date: _____   Signature of Candidate: _____

Place: _____

Note:
1. Pay the required fees (i.e., Rs. 1000/- Per Grade Card / Rs. 2000 for Degree Certificate) through respective DCS Login and attach copy of fee receipt.
2. Attach the duly notarized Affidavit (Template Enclosed).
3. Duplicate Certificate be issued with "DUPLICATE" stamp written on it.

AFFIDAVIT CUM INDEMNITY

Text of Specimen Affidavit cum Indemnity to be submitted for issue of Duplicate Certificate (to be executed on non-judicial stamp paper of Rs. 50/-)

I, …………………………………….……………….., (name of the candidate as per mark sheets) son / daughter of …………..…………….….…..…………….. aged …….. (years), residing at ……………………………………………... ……………………………….…………………………………………….. do hereby solemnly state on oath and affirm as under:

1. I state that I was a bonafide student of _____ and appeared for _____ program and successfully completed the same in the year _____.

2. I state that I have lost/misplaced my Semester: _____ grade card (mark sheet) / degree / diploma certificate issued by GSFC University, Fertilizernagar, Vadodara from my custody and the same could not be found or traceable with all my efforts.

3. I state that in the event, if the said certificate is found, I undertake to return the same to GSFC University, Fertilizernagar, Vadodara.

4. I state that I have not given and/or handed over the original certificate to any person/entity for any purpose and that I will not misuse the duplicate certificate issued to me.

5. I state that I swear that this Affidavit cum Indemnity, being produced before GSFC University, Dist. – Vadodara Pin Code – 391 750, is submitted solely for the purpose to obtain duplicate certificate in lieu of the original certificate.

6. I declare that the contents of the above Affidavit cum Indemnity are true and correct to the best of my knowledge and belief and no part of it is false.

Solemnly affirmed at _____, on this _____ day of _____.

_____   _____

 IDENTIFIED   **BY DEPONENT**
(WITNESS)

BEFORE THE NOTARY PUBLIC OR EXECUTIVE MAGISTRATE