

# **Issue of Duplicate Diploma Certificates & Mark sheets**

- **Year 2008 onward Batches conducted under Symbiosis International University (SIU) to be referred to SIU as per their instructions on web site [www.siu.edu.in](http://www.siu.edu.in) or contact 020-39116224/25.**
  
- **The procedure of issue of above mention documents will be on follows for PGDM 1993 to 2007 Batches:-**
  - ❖ Application for issue of duplicate Diploma Certificate or Mark sheet (PGDM) with reason signed by the candidate and affidavit on Rs.100 stamp paper notarized or FIR.
  - ❖ Photocopy of certificate (If held) & mark sheets with the application.
  - ❖ Father's Name & Date of Birth of Candidate. (for Duplicate Diploma only)
  - ❖ Rs. 1500/-, processing fee for issue of duplicate Certificate/Mark sheets and add Rs. 250/- postal/courier charges with in India.
  - ❖ Minimum 15 days' time would be required to complete the duplicate issue process.
  - ❖ You may send payment of the fees through DD made in favor of "Director SIMS" payable at Pune or pay in cash with the Accounts Department.