

Guidelines of Issuing of Duplicate Degree /Diploma Certificate

Guidelines:

The certificate of Degree/ Diploma conferred on a student is issued only once. The duplicate Degree/Diploma certificate is issued for genuine cases only, if the original Degree /Diploma certificate is really lost or stolen or damaged, subject to the following procedure;

Loss/Stolen Degree/Diploma Certificate:

1. Register an FIR (First Information Report) for loss/theft of the Degree/ Diploma certificate at the nearest Police Station.
2. A requisition letter consisting the following information, duly signed by the certificate owner for application of duplicate Degree/Diploma certificate mentioning the loss of the Degree/Diploma certificate shall be submitted to the Registrar/IChemC
 - 2.1 Name and Address of the Applicant
 - 2.2 NIC number (a certified copy of the NIC shall be attached to the letter)
 - 2.3 IChemC student registration number
 - 2.4 Course followed and the year of graduation
3. The following documents shall be submitted along with the requisition letter referred to above;
 - 3.1 Copy of FIR (First Information Report) filed with Police intimating the loss of the certificate
 - 3.2 Affidavit confirming the loss of the certificate and with an undertaking to return the duplicate Degree/Diploma certificate in the case of original is found.
 - 3.3 Receipt of a non-refundable payment of processing fee of Rs.15,000/- for a duplicate Degree/Diploma certificate deposited to Account No.2323118, Bank of Ceylon-Independence Square Branch or Account No.036010212767, HNB-Rajagiriya Branch
 - 3.4 Copy of lost Degree/Diploma Certificate (if available)

Accidental mutilation of the Degree/Diploma certificate:

4. The following procedure is to be adopted in getting a duplicate Degree/Diploma certificate in case of accidental damaged:

- 4.1 Applying for the duplicate of the Degree/Diploma certificate in lieu of accidental mutilation should produce the damaged original document along with the written application stating the nature and cause of damage.
- 4.2 An Affidavit confirming the damage to the certificate.
- 4.3 A requisition letter addressed to the Registrar/IChemC duly signed by the owner of the certificate for application of a duplicate Degree /Diploma certificate due to the accidental mutilation of the original certificate.
- 4.4 Receipt of a non-refundable payment of processing fee of Rs.15,000/- for a duplicate Degree/Diploma certificate deposited to Account No.2323118, Bank of Ceylon-Independence Square Branch or Account No.036010212767, HNB-Rajagiriya Branch

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 certificate.
2. If the certificate is lost in foreign countries, affidavit obtained from the Sri Lanka Embassy/Consulate of that Country shall be submitted instead of affidavit signed before Notary.
3. Decision of the IChemC 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.



W.M.G.Karunaratne
Registrar