

DATE: \_\_\_\_\_

**APPLICATION FOR ISSUE OF DUPLICATE STUDENT CARD**

To

**THE REGIONAL DIRECTOR  
IGNOU RCD-III  
NEAR RAMPHAL CHAOWK  
SEC-7, DWARKA  
NEW DELHI – 110077**

ENROLMENT No. 

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PROGRAMME CODE : 

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NAME (STUDENT'S) : \_\_\_\_\_

STUDY CENTER CODE : \_\_\_\_\_

DEMAND DRAFT No. : \_\_\_\_\_

BANK NAME : \_\_\_\_\_

I may kindly be issued a duplicate student card in support of my admission in the programme \_\_\_\_\_ with Enrolment No. \_\_\_\_\_ allotted to Study Center \_\_\_\_\_. I have not received my original student card from the Regional Centre so far.

**INSTRUCTIONS**

- 1 .This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities. No Student shall be allowed to appear in any examination/practical without it.
- 2 .The facilities would be available only relating to the course or courses for which the student is actually registered.
- 3 .Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 200/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
- 4 .Loss of Identity Card is to be reported immediately to the nearest Police Station &
- 5 .Identity Card is to be submitted to the issuing authority after completion of the said programme.

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Signature of Student