



KERALA UNIVERSITY OF HEALTH SCIENCES
THRISSUR – 680 596

Dated: 27-02-2013

APPLICATION FOR DUPLICATE IDENTITY CARD

University introduces the re - organized system for the Online Submission of the application for Duplicate Id card for students. Please find the following instructions.

How to Apply:

1. Click on the link “Apply for Duplicate Identity Card for Students” on the University Website using the User ID and Password assigned to your College (Same as Exam registration login credentials).
2. Go to [Non-Exam applications](#) → [Duplicate ID](#) → [Apply](#) ; now fill the columns mentioned below.
3. Name of Course
4. Year of Admission
5. Reg No of the student, who needs Duplicate Identity Card. When you select Reg No you can see the details of that student.
6. Then click the button [Enter Details](#).
7. Select Status of ID Card
 - If ID Card is lost, Select Id Card is Lost from dropdown menu.
 - If the student needs any correction, Select correction in Id card from dropdown menu.
8. Now enter Correction Details / Reason.
 - Enter the Reason for new ID card, if card is lost.
 - Enter the data to be edited, if there is any correction in the ID card.

Website: www.kuhs.ac.in

Phone: 0487 – 2207664, 2207642 (Exams)

Email: keralahealthuniversity@gmail.com, kuhsce@gmail.com & kuhsce1@gmail.com (Exams)

Fax: 0487 – 2207616, 2207620 (Exams)



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Application Fee Details

9. Enter DD Number, DD Date, Bank and DD Amount.
10. Then Click the button [Save](#).
11. If the Application saved successfully, you can see a page as below.



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View Duplicateid Request of Id : #5

Application No	5
Name	AASHNA SIDHIC
Id Status	Correction
Date Of Birth	1990-01-08
Student Id	100020001
Address	
College	Al-Azhar Dental College, Thodupuzha
Course	BDS
Year Of Admission	2010
Correction Details / Reason	Date Of Birth is incorrect. Correct date of birth is 1990-05-08.
Application Date	2013-02-28
Dd No	1110201
Dd Amount	200.00
Dd Date	2013-02-05
Bank	State Bank Of India, Thrissur
Application Status	Not Finalised

[Back To Request](#)

[Edit Request](#)

[Delete Request](#)

[Freeze Request](#)

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12. If you want to cancel the Application, Click on the [Delete Request](#) button.
13. If you want to make any change in the Application, Click on the [Edit Request](#) button at the bottom of this page.
14. After changing the Application, Click on the [Save](#) button.
15. Verify whether the Entered Details are Correct or Not.
16. Then click on [Freeze Request Button](#) at the end of the application details page (After freezing the request you are not permitted to make any changes in the Application form).

View Duplicateid Request of Id : #5

Application No	5
Name	AASHNA SIDHIC
Id Status	Correction
Date Of Birth	1990-01-08
Student Id	100020001
Address	
College	Al-Azhar Dental College, Thodupuzha
Course	BDS
Year Of Admission	2010
Correction Details / Reason	Date Of Birth is incorrect. Correct date of birth is 1990-05-08.
Application Date	2013-02-28
Dd No	1110201
Dd Amount	200.00
Dd Date	2013-02-05
Bank	State Bank Of India, Thrissur
Application Status	Not Processed

[Back To Request](#)

[Print Application](#)

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17. Take the Printout of the Application by clicking the button [Print Application](#). And please note down the **Application No** printed at the top left corner of the **Printout of the Application**.

18. This Report should be counter signed by the **Principal / Head of Institution** before sending to the University.

List of Enclosures:

1. [University ID Card](#) of the Student for correction (Original).
2. [Application Print Out](#) counter signed by the **Principal/Head of Institution**.
3. [Demand Draft](#) in favour of **Registrar, KUHS** payable at **Thrissur**.
4. [Non Objection Certificate](#) for Duplicate ID issued by the **Principal/Head of the Institution**.
5. An affidavit (Stating that the ID Card is irrecoverably lost and will be surrendered to university if it is received back) in Kerala stamp paper worth Rs.100/- attested by notary should be submitted.

Fee for Duplicate ID card:

For UG and PG of all stream Rs.200/-

[Demand Draft](#) should be taken in favour of **Registrar, KUHS payable at **Thrissur**.**

Address for sending Application:

To

Registrar

Kerala University Of Health Sciences

Thrissur – 680596

Website: www.kuhs.ac.in

Phone: 0487 – 2207664, 2207642 (Exams)

Email: keralahealthuniversity@gmail.com, kuhsce@gmail.com & kuhsce1@gmail.com (Exams)

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Status of Application:

After sending/submitting the application to the University, you can check the status of your application in the University website. For this go to **“Duplicate ID”** link in the University Website and click on **“Check Status”**. It will ask for the **Application No.** Enter the **Application No** and click on the **Application No** shown in the screen. There you can see the status of your application. Please refer the screen shot below.

Duplicate ID card requests

To View Details, Enter Application No:

Displaying 1-1 of 1 result(s).

Application No:	5
Name:	AASHNA SIDHIC
Id Status:	Correction
Date Of Birth:	1990-01-08
Student Id:	100020001
Address:	
College Name:	AL-AZHAR DENTAL COLLEGE
Course Name:	BDS
Status:	Under Process