

Application Form for Issue of Duplicate Mark sheet

To
The Registrar,
ISBM University

Office use only Duplicate Marksheet	
Marksheet No.....	
Dispatch No.....	
Date.....	
Dealing Asstt.	

Recent Passport size Photograph
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Sir,
I _____ Enrollment No _____ have been a student of your University studying as Regular/Ex student in the _____ (University) and passed the examination in the Month and Year _____ in _____ Division. I request you to kindly issue me a Duplicate Marksheet.

The requisite fee of Rs. _____ has been deposited in Cash/Bank Draft No. _____ of Bank _____ Date _____

- Name of the Examination for which Marksheet is required (CourseName) _____
- Name of the Semester in which I am currently studying _____
- School _____ Enrollment No: _____

4. Please fill for Duplicate Marksheet Required:

Candidate Name (Capital Letter)		Father's Name (Capital Letter)		Mother's Name (Capital Letter)	
As Per Marksheet (UG/PG)	Corrected Name As Per Marksheet (HSC/HSSC)	As Per Marksheet (UG/PG)	Corrected Name As Per Marksheet (HSC/HSSC)	As Per Marksheet (UG/PG)	Corrected Name As Per Marksheet (HSC/HSSC)
(1)	(2)	(3)	(4)	(5)	(6)
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5. Please fill only those Semesters/Year for which Duplicate Marksheet Required:

Sem.	Month & Year of Exam	Marks Obtained /Out of	Sem.	Month & Year of Exam	Marks Obtained /Out of	Sem.	Month & Year of Exam	Marks Obtained /Out of
I			V			IX		
II			VI			X		
III			VII					
IV			VIII					

Enclosures for Duplicate Mark Sheet: - (Please tick (✓) in appropriate box if enclosed)

- Demand Draft is payable in favor of ISBM University, Raipur
- Original copy of Police F. I. R. (Only for Duplicate MarkSheet)
- Original Affidavit on Rs.10/- non judicial stamp paper. (For Duplicate Mark Sheet)
- Self attested photograph should be affixed. (For Duplicate Mark Sheet)
- Self Attested photocopy of Xth & XIIth Marksheet. (For Duplicate Mark Sheet)
 - Self Attested photocopy of Admission Slip of Counseling. (Only for Correction in Name)
 - Submit the complete postal address (two copies) in a separate white paper as per Aadhaar Card for communication

Fees:-

Duplicate Marksheet Rs. 1000/- per Marksheet

Postal Charge Rs. 50/- Extra

Note: Incomplete Application Forms will not be entertained and summarily rejected. Fees once paid are not refundable.

Yours faithfully

Date:
Place

Signature of the students (with name)

Postal Address:-

To,

Name:.....Pin.....

Phone / Mob.No.....

Issue/not issue

Registrar