APPLICATION FOR CORRECTED / REVISED GRADE CARD / MARK-SHEET

The Controller of Examinations
Jadavpur University, Kolkata – 700 032

Respected Sir,

I beg to apply for corrected / revised Grade Card(s) / Mark-sheet(s) as per description specified below. I am enclosing document(s) herewith as per requirement.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Examination (e.g. B.A. in English 1st Year 1st Sem. Supple.)</th>
<th>Respective Session / Year</th>
<th>Reason for Correction (e.g. Correction of Name or Registration No., Revision of CGPA or BPX)</th>
<th>Note (For Office Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My particulars are given below:

Name (in CAPITAL LETTERS) :

Registration No. (with Session) :

Class Roll No. :

E-mail Address :

Contact No. (Preferably a Mobile No.) :

Yours respectfully,

___________________________
Date :                        Signature

Encl. (Put √) : Original Grade Card(s) / Mark-sheet(s) which are required to be corrected / revised and photocopies of 1. Registration Certificate (in case of correction of Name and / or Registration Number), 2. Student's Identity Card (in case of correction of Class Roll No.), 3. Grade Card(s) / Mark-sheet(s) of all passed Exam(s). prior to the aforesaid Exam(s). (in case of revision of CGPA / BPX)

Received an application for corrected / revised Grade Card(s) / Mark-sheet(s) from ______________________________, a student of _________________________ Course of Study, having Registration No. _________________________ of _________________________ (to be filled in by the applicant).

Date :                        Signature of Official, Examination Office

Nota bene : The application form for Corrected / Revised Grade Card(s) / Mark-sheet(s) must be signed by the candidate. No fees are charged for such correction / revision. Such Grade Card(s) / Mark-sheet(s) may be collected by candidate or duly authorized person (whose signature must be attested by the candidate in the letter of authorization addressed to the C.o.E.) normally after THIRTY WORKING DAYS of duly submission of application, from the Examination Counter, Aurobindo Bhavan on submission of Receipt against this application, Authorization Letter (if applicable) and photocopy of any authentic photo-identity of the candidate or authorized person (if relevant). The Exam. Counter remains open from 11.00 A.M. to 03.00 P.M. and from 04.00 P.M. to 05.00 P.M. Such Grade Cards / Mark-sheets are kept for delivery for six months with effect from the date of issue as mentioned on the same.