

Application Form for Duplicate Certificate/ Name Correction in Certificate

Date:

To: The Controller of Examinations

Dear Sir,

I request you to issue me

The Duplicate Original Certificate of Degree The Duplicate Provisional Certificate of Degree

The Certificate with correction in name The Transcript with correction in name

for the reason below:

lost damaged Correction of name in the certificate

others _____

My details are given below:

Name : _____
(as per SSC/equivalent certificate)

ID# _____ Program: _____

Contact Number : _____ Email: _____

Attended Convocation in the Year 20_____, if applicable.

Yours Sincerely,

Signature of the Student

Enclosure:

1. Money receipt
2. For Duplicate Certificate:
 - a) Copy of General Diary (GD);
 - b) Photocopy of advertisement published in Newspaper (Advertisement should be published in a National Daily Newspaper).
3. For Name Correction:
 - a) Certificates and transcripts of previous academic records with corrected name;
 - b) Photocopy of advertisement published in Newspaper (Advertisement should be published in a National Daily Newspaper).

For Office use only

Verified by

Recommended by

Approved by

Sr. Asst. Controller of Examinations

Controller of Examinations

Registrar