

APPLICATION FOR DUPLICATE MARKSHEET

Date : ____/____/_____

To,
The Controller of Examination,
CVM University

Subject : To issue the Duplicate Mark sheet

Respected Sir,

I the undersigned _____, Enrolment No. _____ am/was a student of _____, _____.
Semester : _____ at _____.

I, hereby request you to kindly issue me the Duplicate Marksheets, as the original is lost / misplaced / not traceable and hence is not available with me. Details of the Examination are as given below:

Semester	Exam Month & Year	Exam Type (Regular/Backlog)	Exam Seat No.

SELF DECLARATION

I take full responsibility for the loss in particular and any resultant acts/omissions/commissions that may be caused due to the said loss of Marksheets. In an event of the above marksheets being found again subsequently, I hereby undertake to return the duplicate issued.

Yours faithfully,

(Name of the Student with Signature)

Mobile No. : _____

Forwarded Through : The Principal/Director of _____

(Signature of Principal/Director)

(Institute Seal)

Note : Duplicate Marksheets be issued with “DUPLICATE” written on it.

FOR ACCOUNT SECTION USE ONLY

Amount Paid : _____

Payment Receipt No. : _____

Date : _____

Sign : _____