



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.

Sl. No.	Name of the Examination (e.g. B.A. in English 1 st Year 1 st Sem. Supple.)	Respective Session / Year	Reason for Correction (e.g. Correction of Name or Registration No., Revision of CGPA or BPX)	Note (For Office Use Only)
01.				

My particulars are given below :

Name (in CAPITAL LETTERS) :	
Registration No. (with its Session) :	Class Roll No. :
Contact No. (Preferably a Mobile No.) :	E-mail Address :

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 02.00 P.M. and from 02.30 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.