

Vidya Vikas Education Trust's
VIDYA VIKAS UNIVERSAL COLLEGE, MUMBAI- 400 064
APPLICATION FORM FOR ISSUE OF DUPLICATE MARK SHEET.

Appl. No. _____

Date: _____

To,
The Principal
Vidya Vikas Universal College
Malad (West)
Mumbai: 400 064.

Sub: Duplicate Marksheet/Passing Certificate

Dear Sir,

I, Miss/Mr. _____, student of your college have misplaced my marksheet of Semester _____ Examination of _____ Class of _____ Program. Please issue me a duplicate Mark sheet/Passing Certificate. Attached along with is the FIR registered with _____ police station. Also attached is the copy of the lost mark sheet **(if available)**.

Details of the Examination are as given below:

1. Examination was conducted in _____.
2. My Seat No and / or Roll No. for the examination was _____.

My contact details are (i) _____ (ii) _____

The required fees ₹ _____ (₹ 100 for marksheet and ₹ 100 for passing certificate for degree College) and ₹10 (for Junior College) is paid herewith.

Yours faithfully,

(Name of the Student with signature)

FOR OFFICE USE ONLY

Received ₹ _____ from _____ Receipt No. _____
_____ date _____ being the payment against duplicate mark
sheet/passing certificate.

Dated signature of the clerk