

## Application Form for Issue of Duplicate / Corrected Mark Sheet

**To,**  
**The Registrar,**  
University of Technology  
Fatehpura Road, Vatika, Jaipur



**Sir,**  
I have been a student of University of Technology, studied as Regular / Ex Student in the ..... department, I request you to kindly issue me Duplicate/Corrected Mark Sheet.

1. ERP No .(Student ID) ..... Enrollment No. ....
2. Course : ..... Branch : .....
3. Examination Passed ..... Year..... Division.....
4. Full Name (In English Capital Letters only).....
5. Father's Name (In English Capital Letters only) :.....
6. Mother's Name (In English Capital Letters only) :.....
7. Mobile No.: ..... Email Id :.....
8. Full Residential Address : .....  
..... PIN Code.....
9. Fees Deposited (Rs.) : ..... (Rupees.....) On  
Dated: ..... Through DD/Online Payment ( DD No. / Transaction No. ....)

**Application For :** Duplicate Mark Sheet  Corrected Mark Sheet

**11. Please fill for Corrected Mark Sheet / Duplicate Mark Sheet Required :-**

Candidate Name (Capital Letter)		Father's Name (Capital Letter)		Mother's Name (Capital Letter)	
As Per Marksheet (UG/PG)	Corrected Name As Per Marksheet (X)	As Per Marksheet (UG/PG)	Corrected Name As Per Marksheet (X)	As Per Marksheet (UG/PG)	Corrected Name As Per Marksheet (X)
(1)	(2)	(3)	(4)	(5)	(6)
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

**12. Please fill only those Semesters/Year for which Duplicate Mark Sheet/Corrected Mark Sheet Required:-**

Sem	Month & Year of Exam	Marks Obtained /Out of	Sem	Month & Year of Exam	Marks Obtained /Out of	Sem	Month & Year of Exam	Marks Obtained /Out of
I			V			IX		
II			VI			X		
III			VII					
IV			VIII					

Enclosures for Duplicate / Corrected Mark sheet : (Please tick (✓) in appropriate box if enclosed)

1.  Self attested Copy of Aadhar Card / Passport (For Duplicate OR Corrected Mark Sheet).
2.  Original Copy of Police FIR (Only for Duplicate Mark Sheet)
3.  Original Affidavit of Rs. 10/- stamp paper (For Duplicate OR Corrected Mark Sheet)
4.  Attested photocopy of X Mark Sheet/ Copy of Marriage certificate is case of Female (If applicable). (For Corrected Mark Sheet)
5.  Original Mark sheets in which Correction required (Only for Corrected Mark Sheet)
6.  Recent passport size photograph (self attested) on form.
7.  Online fee payment receipt.

**Note:** 1. Incomplete Application Form(s) without requisite Enclosures (as above) may not be considered.  
2. Duplicate / Corrected Mark Sheet will be issued within 15 days of receipt of application with prescribed fees.

<b>Fees :-</b>	Duplicate Mark Sheet - Rs. 1500/-	Corrected Mark Sheet - Rs. 300/-
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**-:Office Use Only:-**

Duplicate Mark Sheet	Corrected Mark Sheet	Dispatch Details
Original Affidavit Received <input type="checkbox"/>	Original Affidavit <input type="checkbox"/>	Mark Sheet No. .... Date of Dispatch ..... Dispatch Person .....
Copy of FIR Received <input type="checkbox"/>	Original Mark Sheet <input type="checkbox"/>	
Fees Receipt Verified <input type="checkbox"/>	Attested Copy of Required Document <input type="checkbox"/>	
	Fees Receipt Verified <input type="checkbox"/>	

**Signature of Office Incharge**

**Signature of Assistant Registrar (Exam)**