VANITA VISHRAM WOMEN'S UNIVERSITY
Managed By Vanita Vishram, Surat

Provisional Mark Sheet/ Duplicate Mark Sheet/
Mark Sheet Correction Form

*Put Appropriate Tick Mark

	Duplicate Mark sheet
	Provisional Mark sheet
	Correction in the Mark Sheet

Date of Application		**Admission Year**	
Name of the School			
Programme			
Branch/ Discipline (if applicable)			
Semester			
Roll No.			
Mobile. No.			
Full Residential Addressof Applicant			
Name of the Student (as per HSC Mark Sheet) (CAPITAL LETTERS ONLY)			
	First Name	Middle Name	Last Name
a) Name of last exam			
b) Last Semester Passing year			
c) Last Semester Result (in SGPA)			
Reason for the Request			
Details of Correction in the Mark Sheet (if applicable)			

Signature of the Student:	Verified by **HOD** (Name & Sign)	Endorsed by **COE** (Name & Sign)

For Office Use Only				
Amount Collected		Amount Collected by (Name & Sign)		Date of Payment

List of Enclosures:

- Self-Attested Copy of Aadhar Card
- Self-Attested copies of Previous Semester Mark Sheets (including Backlog)
- Previous Semester Grade Sheet (if Mark Sheet Not available)
- Original Incorrect Mark Sheet (in case of correction)

Payment Details

Duplicate Mark sheet	Rs. 1000/- per Semester Mark Sheet
Provisional Mark sheet	Rs. 500/- per Semester Mark Sheet
Correction in the Mark Sheet	Nil

Duplicate Marksheet Form

1. Duplicate marksheet form can be downloaded from the VVWU website.
2. Fill the duplicate marksheet form and submit the same in VVWU admin office duly stamped and signed by the COE and the HOD of your department.
3. Student has to submit her original affidavit on stamp paper of Rs. 50/- on compulsory basis.
4. If student is living out of India, than student has to submit affidavit on that country's legal stamp paper.
5. Student ID Proof xerox is compulsory. (If out of India, than need to submit passport xerox)
6. If student is not submitting her form by herself, than ID Proof is mandatory of both, and authority letter from student is mandatory.