



OM STERLING GLOBAL UNIVERSITY, HISAR

NH-52, Hisar - Chandigarh Road, Hisar -125001 Haryana (India)

Application Form for Correction in Documents

(Mark sheet, Degree or any other)

(Please Tick on Relative Document)

1. Name of Applicant (in Capital Letter, As per 10th certificate.)
2. University Enrollment DOB (As per 10th certificate.).....
3. Father's Name (in Capital Letter, As per 10th certificate).....
4. Mother's Name (in Capital Letter, As per 10th certificate).....

(Fill Detail of certificate where correction required)

5. ProgrammeBranch.....Roll No.....

S. No.	* Semester No. (I to X)	Exam Type Main/Back	Exam Held on MM-YY	Correction Required in Original Documents Submitted Example- Correction in spelling of name (self, father, mother)
1.				
2.				
3.				
4.				
5.				

* Enter Semester Number

Original Marksheet/Degree Received Yes/No

**(in case of name correction, student must submit self attested photocopy of 10th certificate)*

S. No.	PRESENT STATUS OF DETAILS IN CERTIFICATE	Correction required (As per submitted proof Record)

Signature of Applicant.....

Postal add. & Phone no.....

.....

Complaint No.:

Expected Date: Fee Required for Correction: Yes /No

Received Rs.

Receipt No..... Dated

Record Verifier/Exam Cell: Dean Sign.....

(Comment/Report): Assistant Exam Cell (Allow/ Not Allow).....

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Student Copy

Student Name..... Course Sem.

Complaint No..... Expected Date of Correction.....

Your application for correction in marksheet/Degree certificate/other document has been received in University on,we will provide corrected certificate as soon as possible.

Assistant Exam Cell

Procedure for Correction University Certificate

1. The application form must be signed by the student and in no case by someone else on his/her behalf.
2. In case of student want university certificate through some other person, authorization letter should be submitted for same.
3. Submit original Office copy of prescribed fee slip with the application form.
4. The prescribed fee for the required Certificate can be remitted by cash/DD or any other mode in favour of “**OM STERLING GLOBAL UNIVERSITY, HISAR, (HARYANA)-125001**”.
5. For getting corrections in documents(.....), the student is required to submit the original document along with the application.
6. One Photo copy of ID of applicant should be enclosed with the application.
7. Prescribed fee for correction of documents:--
 - Correction in Mark sheet -Rs. 500/- Mark sheet
 - Correction in Degree Certificate -Rs. 2000/- Degree

Controller of Examinations