



JADAVPUR UNIVERSITY

KOLKATA - 700032

APPLICATION FOR DUPLICATE GRADE CARD/MARK-SHEET

Office of the
Controller of Examinations

Date

FOR OFFICE USE ONLY

Received Rs.....

Receipt No..... Date.....

The Controller of Examinations,
Jadavpur University, Kolkata - 700 032

Sir,

I would like to apply for duplicate Mark-Sheet / Grade-Card as per descriptions given below :

Name of Examination held in 20.....

Examination Roll No.

Corresponding Class & Roll No.

Grade-Card / Mark-Sheet for : First Semester / Second Semester / Supplementary / Bi-annual/
Annual / Final.

I have submitted the usual fee of Rs. 150/-

Yours faithfully,

Signature of the applicant in full

Registration No. of

Name and address of the applicant in full

- N.B.** 1) Separate application is to be made when the candidate requires more than one Mark-sheet / Grade-Card
2) **MARKSHEET / GRADE CARD WILL BE ISSUED ON PRODUCTION OF IDENTITY & THE MONEY RECEIPT.**
3) Enclose a Photocopy of the Grade-card/Mark-sheet for which this application is made, if possible.
4) Enclose the copy of report acknowledged by the Police stn., stating loss of the Grade-card / Mark-sheet for which this application is made.