



**K.L.E. SOCIETY'S RAJA LAKHAMAGOUDA SCIENCE INSTITUTE
(AUTONOMOUS), BELAGAVI**

Application for Correction in Marks Card/Degree Certificate

To,
The Controller of Examinations
KLES Raja Lakhamagouda Science Inst. (Autonomous)
Belagavi – 590001

Through: The Principal, KLES Raja Lakhamagouda Science Inst. (Autonomous), Belagavi

Subject:- Application for correction of name/any other field in Marks card/Degree Certificate

Sir,

I am/was a student of B.Sc / BCA / M.Sc. of this college in the session _____(Mention the Batch). The Marks Card/Degree Certificate conferred upon me by the College / University has been misprinted/mis-spelt in the name of Student/Father/any other field.

Therefore, I kindly request you to correct the name in the above issued Marks Card/Degree Certificate. The documents required to support my claim are enclosed herewith.

(Write below the correct input as per 10th certificate, to be printed on Marks Card / Degree Certificate):

(A) Student's Name : _____

(B) Father's / Mother's Name : _____

(C) Any other field: _____

Yours faithfully

Signature _____

Name: _____

Exam Seat no.: _____

Contact no. _____

Complete Postal Address with Pin code:

Enclosures:- 1. Marks Card of Class X (Xerox copy) 2. Marks card of final/other semester to be corrected (Xerox copy & Original) 3. Degree Certificate (Original) to be corrected (to be forwarded to the University) 4. Fee Challan (If applicable)

FORWARDED TO THE CONTROLLER OF EXAMINATIONS FOR THE NEEDFUL ACTION

Date:

PRINCIPAL