

PROCEDURE FOR OBTAINING DUPLICATE STATEMENT OF MARKS

S.no	Particular	Summary
1	Application Form available at	-- www.du.ac.in -- Forms (right side, under the University Corner) --Degree/ Transcript related form --Duplicate Marksheet Request Form
2	Fee Structure	Upto 6 years- Rs. 500/- per Statement of Marks more than 6 years- Rs. 1000/- per Statement of Marks <i>Fee can be deposited by cash, Postal order or by Demand Draft. (Payable at Delhi, in favor of Registrar, University of Delhi, Delhi- 110007)</i>
3	Documents required	Photocopy of Roll Number for which Duplicate Statement of Marks is required.
4	Verification required	Verfiy the filled document from the Head of the Department / The Principal of College or Institution with stamp and signature .
5	Timings	9.30 am to 3.00 pm
6	Submit at	Window no- 11 Gate no-1, Opp. New Administrative Block, Examination Branch, North Campus, University of Delhi, New Delhi-110007
7	Time Taken	Certificate will be issued with 10 days (two weeks or so) excluding Saturday/Sunday or any other holiday

Note :-

- 1) The number of year will be calculated from the last examination passed.
- 2) Candidate should enclose a self-addressed envelope with requisite postal charges in case of certificate is required by post.
- 3) In very special case, subsequent copies of Statement of Marks may be issued not more than 4 times.
- 4) The application form for issue of statement of marks required for different Roll No. for each of the year of Examination may be filled in separately.
- 5) The application form must be signed by student and in no case by someone else on his/her behalf.
- 6) South Campus students are advised to contact south campus Examination Branch, University of Delhi.

** The form is attached for your reference.

UNIVERSITY OF DELHI

APPLICATION VERIFIED

Cashier Please Accept Rs.....

APPLICATION FOR ISSUE OF DUPLICATE STATEMENT OF MARKS

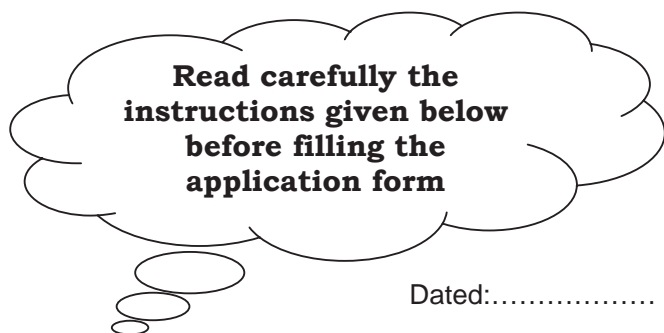
Note: 1. Payment is to be made between 9.30 a.m. to 3.00 p.m.

1. Name of Candidate (In Block Letters) _____
2. Father's Name : _____
3. Mother's Name : _____
4. Examination appeared (**Course**) : _____ **Part:** _____ **Sem.** _____
Roll No. _____ **Subjects:** _____
5. **Annual / Semester /Supplementary:** _____ **Year Appeared** _____
6. Marks Obtained & Maximum Marks _____ **Result:** Passed/Failed _____
7. Postal Address (in Block Letters) _____

PHONE/MOBILE No. _____

Signature of Applicant _____
(with Date)

The above particulars given by the applicant are verified and found correct



Signature of Principal

(Rubber stamp of the College/Institution)

Dated:.....

1. The statement of marks is issued for all the paper/s subject/s of particular Roll No. under which the candidate has taken the Examination.
2. The application form for issue of statement of marks required for different Roll No. for each of the year of Examination may be filled in separately.
3. The fee charge for issue of detailed statement of marks @Rs.500/- up to 6 years and fee for the statement of marks which are more than 6 years old are chargeable @ Rs.1000/- per statement of marks.
4. The statement of marks will be sent to the applicant by post only when the applicant will enclose a self address registered envelope affixing postage stamp.