

William Carey University Shillong - Meghalaya - India

APPLICATION FOR ISSUE OF DUPLICATE MARK SHEET

Instructions:

- 1. Duplicate mark sheet will be issued only in case of lost or destroyed irrevocably.
- The application is to be filled by candidate in English CAPITAL Letters in blue/black ink.) 2.

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	Reason for applying for duplicate mark – sheet? Lost Destroyed Irrevocably																					
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Course Semester / Year																						
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Demand Draft of Rs. 1,000/- to be made in favour of William Carey University payable at Shillong, Meghalaya"																						
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	In case of fee paid though Cash or Debit / Credit Card:																					
Receipt No. Date DD MM YY																						



William Carey University

Shillong - Meghalaya - India

Please enclose the following documents:

- 1. Self attested photo copy of Class X mark sheet
- 2. Self attested photo copy of Class XII mark sheet
- 3. Self attested photo copy of Graduation mark sheet (if applicable)
- 4. Self attested photo copy of Copy of lost / destroyed mark sheet, if available
- 5. Self attested photo copy of Proof of identity i.e. Aadhaar Card
- 6. An Affidavit (Specimen enclosed) in original, on Non-Judicial Stamp Paper of the value as prescribed in the Domicile State of the applicant duly notarized

Date/	Signature of the student

To be executed on Non – judicial Stamp Paper of Rs. 50/- and to be notarized

AFFIDAVIT FOR ISSUE OF DUPLICATE MARKSHEET							
I,							
Father's Name							
Mother's Name							
Resident of							
Enrolment No							
Course							
Semester / Year							
do hereby solemnly affirm as under:							
 That I have lost my mark sheet issued from William Carey University, Shillong & request the University to issue duplicate mark card. I undertake that if my lost mark sheet is found, I shall return the same to the University. I undertake that in case someone misuses my lost mark card, I shall be solely responsible for the same. 							
Deponent							
I above named deponent do hereby solemnly verify that the contents of my above affidavit are true & correct within my knowledge & belief and nothing has been concealed.							
Deponent							
<u>Verification</u>							
Signed and verified at on this Day of Year 20							