**STUDENT APPLICATION FOR NAME CORRECTION**

Date: / /

STUDENT DETAILS

|  |  |
| --- | --- |
| COURSE NAME BE/ME/MCA/PDDC |  |
| ENROLLMENT NO. |  |
| CORRECT NAME  IN CAPITAL |  |
| CONTACT DETAILS |  |
| E-MAIL ID |  |
| COLLEGE CODE | BRANCH CODE: |

NAME CORRECTION

|  |  |
| --- | --- |
| Student Wrong Name |  |
| Student correct Name |  |
| Documentary Proof | College Forwarding letter along with student hand written application with details.  Photo copy of student’s mark sheet of HSC/ SSC/School Leaving Certificate/Gujarat Government Gazette copy.  Photo copy of Marksheets with wrong name (if any). Also fill the details in below Table-A) |

Applicant must tick in given box for particular docum ent and attach in given order for individual application.

**Table-A**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.No. | Semester | Regular/Remedial | Month and Year |
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**Note:**

Students must not submit original Marksheets having wrong name along with the application. The wrong Marksheets must be submitted at the time of receiving correct Marksheets only.

**Instructions for the Students:**

1. Student’s must have to submit listed document as above (i.e.Documentary Proof and Table-A). Application without above details/Documents will not be processed. (i.e. nottaken into consideration)
2. If Student is not available for receiving grade card (applied for) then student needs to provide following document along with receiving person. Student need to verify grade card while receiving from university.

--- Authority Letter of Student

--- Receving Person’s Photo ID Proof

--- Student Photo ID Proof

1. If student has submitted application for change in Marksheet due to “Name Correction”, then track the status through the link:- <http://students.gtu.ac.in/MarksheetRequestTrack.aspx>

**DECLARATION**

**I, hereby under sign, declare that, I have read all the instructions and the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.**

**Signature of Applicant**