



UNIVERSITY OF DELHI

APPLICATION FOR ISSUE OF DUPLICATE STATEMENT OF MARKS

(THE APPLICATION IS TO BE FILLED BY CANDIDATE IN ENGLISH CAPITAL LETTERS IN BLUE/BLACK INK.)

1. NAME OF APPLICANT : _____
2. FATHER'S NAME : _____
3. MOTHER'S NAME : _____
4. COLLEGE/DEPARTMENT : _____
5. EXAMINATION APPEARED (COURSE): _____ PART: _____ SEMESTER: _____
6. ROLL NO.: _____ YEAR: _____ RESULT: _____
7. ANNUAL/SEMESTER/SUPPLEMENTARY _____ MARKS OBTAINED _____
8. CORRESPONDENCE ADDRESS: _____
_____ PINCODE _____
9. PHONE/MOBILE NO. _____ E-MAIL _____

DECLARATION.: - I HEREBY CONFIRM THAT I HAVE READ ALL THE INSTRUCTIONS AND ALL THE ENTRIES MADE BY ME IN THE APPLICATION FORM ARE COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE, BELIEF AND INFORMATION.

DATED _____

(SIGNATURE OF APPLICANT)

DECLARATION.: - THIS IS CONFIRM THAT THE APPLICANT WAS THE BONAFIDE STUDENT OF THIS COLLEGE/DEPARTMENT AND ALL THE ENTRIES AS MENTIONED IN THIS FORM ARE CORRECT AND AS PER RECORD.

DATED _____

(SIGNATURE OF THE PRINCIPAL WITH STAMP)

GENERAL INSTRUCTIONS FOR DUPLICATE STATEMENT OF MARKS.:

1. DUPLICATE MARKSHEET WILL BE ISSUED ONLY IN CASE OF LOST OR DESTROYED IRREVOCABLY.
2. 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.
3. PRESCRIBED FEE FOR MARKSHEET: THE STUDENT IS REQUIRED TO SUBMIT THE REQUISITE FEE AS PER DETAILS GIVEN BELOW: -

MARKSHEET FEE	(I) IF APPLIED FROM WITHIN INDIA	(II) IF APPLIED FROM ABROAD
UP TO 6 YEARS	₹ 500/-	USD 50
MORE THAN 6 YEAR	₹ 1000/-	USD 100

P.T.O.

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. **MODE OF FEE PAYMENT: -**

- (I) **IF APPLIED FROM WITHIN INDIA:** FEE PAYMENT WILL BE ACCEPTED THROUGH ONLINE MODE ONLY AT THE FOLLOWING LINK ON THE UNIVERSITY WEBSITE i.e. fee.du.ac.in
- (II) **IF APPLIED FROM ABROAD:** FEE PAYMENT WILL BE ACCEPTED BY DEMAND DRAFT IN FAVOR OF "THE REGISTRAR, UNIVERSITY OF DELHI, DELHI - 110007", PAYABLE AT DELHI.

6. **PROCEDURE: -**

- (I) APPLICANT REQUIRED TO SUBMIT THE APPLICATION FORM (DULY STAMP AND SIGNED BY THE PRINCIPAL) ALONG WITH PRESCRIBED FEE (AS APPLICABLE) AT WINDOW NO 10, NEW EXAMINATION BLOCK, UNIVERSITY OF DELHI, DELHI – 110007.
- (II) ONCE APPLICATION FORM SUBMITTED AT **WINDOW NO – 10**, DUPLICATE MARKSHEET WILL NORMALLY BE ISSUED WITHIN **15 WORKING DAYS** TO THE APPLICANT (EXCLUDE SATURDAY/SUNDAY/GOVT. HOLIDAYS).

7. **DELIVERY OF MARKSHEET: -**

FOLLOWING DOCUMENTS WILL BE REQUIRED TO TAKE DELIVERY OF MARKSHEET PERSONALLY.

- (i) A VALID OFFICIAL ID OF THE STUDENT ISSUED FROM GOVERNMENT AUTHORITIES SUCH AS **PASSPORT/AADHAR CARD/ELECTION CARD/DRIVING LICENSE** IN ORIGINAL NEEDS TO BE SHOWN AT WINDOW OF THE EXAMINATION BRANCH CONCERNED.
- (ii) COPY OF THE FEE RECEIPT OF THE APPLICATION.

FOLLOWING DOCUMENTS WILL BE REQUIRED TO TAKE DELIVERY OF MARKSHEET THROUGH AUTHORIZED REPRESENTATIVE.

- (i) AUTHORITY LETTER WITH SIGNATURE ATTESTED AND SIGNED COPY OF VALID OFFICIAL ID OF THE AUTHORIZED REPRESENTATIVE (AS MENTIONED IN THE APPLICATION FORM) ISSUED FROM GOVERNMENT AUTHORITIES SUCH AS PASSPORT/AADHAR CARD/ELECTION CARD/DRIVING LICENSE.
- (ii) COPY OF FEE PAYMENT RECEIPT FOR MARKSHEET.

8. THE STATEMENT OF MARKS WILL BE SENT TO THE APPLICANT BY POST ONLY WHEN THE APPLICANT WILL ENCLOSE A SELF ADDRESS REGISTERED ENVELOPE AFFIXING REQUISITE POSTAGE STAMP.

9. APPLICATION FOR MARKSHEET CANNOT BE LATER WITHDRAWN TO CLAIM REFUND. FEE ONCE PAID CANNOT BE ADJUSTED UNDER ANY DIFFERENT HEAD.

10. FOR MORE INFORMATION APPLICANT MAY VISIT **WINDOW NO 10, NEW EXAMINATION BLOCK, UNIVERSITY OF DELHI, NORTH CAMPUS, DELHI – 110007** (ON ALL WORKING DAYS, FROM 10.00 AM TO 01.00 PM AND FROM 2.00 PM TO 3.00 PM)
