



OFFICE OF THE CONTROLLER OF EXAMINATIONS
JADAVPUR UNIVERSITY
KOLKATA – 700 032, INDIA
Website : www.jaduniv.edu.in
Phone : (033) 2457 2286

Form No.: JDBI/STUDENT/7

APPLICATION FOR DUPLICATE GRADE CARD / MARK-SHEET

FOR OFFICE USE ONLY	
Received ₹	vide
Receipt No.	dated

Cashier	

Cashier	
Please accept ₹ for	
number(s) of duplicate Grade Card(s) / Mark-sheet(s).	
Date :	_____
	Examination Office

The Controller of Examinations

Jadavpur University, Kolkata – 700 032

Dear Sir,

I beg to apply for duplicate Grade Card(s) / Mark-sheet(s) as per description specified below in given format. Required document(s) as per instruction is / are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of this application without refund of requisite fees.

Sl. No.	Name of the Examination (e.g. B.A. in English 1 st Year 1 st Sem. Supple.)	Session / Year of Examination	Exam. Roll No. (If Available)	Remarks / Result (e.g. P / Fail or X / BPX)	Reason of Application (e.g. Loss / Damage / Non-collecting the original Grade Card / Mark-sheet)	Note (For Office Use Only)
01.						

My particulars are given below :

Name (in CAPITAL LETTERS) :	
Registration No. (with its Session) :	Class Roll No. :
Contact No. (Preferably a Mobile No.) :	E-mail Address :
Whether previously applied for duplicate of the same Grade Card(s) / Mark-sheet(s) : Yes / No	

Yours respectfully,

Date :

Signature

N.B. : Before filling this Application Form, applicants are specially instructed to follow the general instructions (available in our website www.jaduniv.edu.in) regarding requisite fees (@ ₹150/- per duplicate Grade Card or Mark-sheet), documents to be enclosed, delivery, etc. pertinent to duplicate Grade Card / Mark-sheet.