



**APPLICATION FOR DUPLICATE MARKSHEET**  
ALIGARH MUSLIM UNIVERSITY, ALIGARH

To,  
**The Controller of Examinations**  
Aligarh Muslim University  
Aligarh-202002

Sir,

I hereby apply for issue of Duplicate Marksheet for the ..... Examination  
..... The requisition Fee of Rs.....  
has been deposited vide Cash Receipt No. .... Date ..... attached herewith in Original.

My relevant details are as follows :

1. Name in Full (in Capital Letters) : .....
2. Name of Mother : .....
3. Name of Father : .....
4. Name of Examination : .....
5. Year of Examination : .....
6. Annual / Supp. / Compartmental/  
Re-Evaluation / Improvement : .....
7. Examination Roll No. : .....
8. Faculty Roll No. : .....
9. Enrolment No. : .....
10. Address for Correspondence : .....

Your's faithfully

.....  
(Full Signature of Candidate)

Dated : .....

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**(Certified by the Provost of Hall)**

Certified that Mr. / Miss. ....  
has already been issued his/her Original marksheet on .....

The signature and identity of the candidate has been verified.

Dated .....

(Signature of the Provost)

(Rules printed overleaf)

**Contd.....2**

**-: RULES :-**

1. Duplicate Marksheet may not ordinarily be issued within two months of the issue of Original Marksheet .
2. A fee of Rs. 50/- shall be charged for the issue of every duplicate marksheet.
3. Separate application shall be required to be submitted for the issue of duplicate marksheet for separate examination years.
4. The duplicate marksheet will ordinarily be issued within a week of submitting the application complete in all respects.
5. The University will not be responsible for delay in issued the marksheet due to wrong iformation of incomplete details furnished by the applicant.
6. The application for the issued of duplicate marksheet shall not be entertained with out a certificate from the Provost that the candidate already been issued his / her original marksheet.

