

Application for Duplicate Mark sheet / Grade Card

To,
The Controller of Examinations
Brainware University
398, Ramkrishnapur Road,
Barasat,
Kolkata – 700125

Date :

Subject:- Application for Issue of Duplicate Mark sheet / Grade Card.

Sir / Madam,

I am / was a student of Brainware University, Barasat, Kolkata. I appeared and passed / failed the (name of degree) _____ Degree in (branch) _____ and semester _____ in the odd / even semester examination (session) _____ from Brainware University, Barasat, Kolkata. The original (semester) _____ mark sheet / grade card issued to me by the Brainware University has been lost / stolen (There is no immediate likelihood of the said original mark sheet / Grade card being traced out. In case I could trace the Original Mark sheet / Grade card then I shall return this duplicate copy to the University) / damaged to the best of my knowledge and belief. My details are as follows:

Name of the Applicant (in CAPITAL LETTERS):

University Registration No. (with session) :

University Roll no:

Student Code :

E-mail Address :

Contact No. (Preferably a Mobile No.) :

Complete Postal Address with Pin code :

Therefore, I kindly request you to issue me duplicate (semester) _____ mark sheet / grade card. The required documents to support the claim of loss of my original mark sheet / grade card are enclosed herewith.

Yours faithfully,

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Enclosures:-

- (i) Xerox copy of money receipt of requisite fee.
- (ii) A copy of my letter stating the loss of original mark sheet / grade card acknowledged by the Police Station.
- (iii) Xerox copy of the original mark sheet / grade card issued to him/her by Brainware University.

Brainware University
Procedure for Applying for Duplicate Mark sheets / Grade Cards
The duplicate Mark sheet / Grade Card is issued only if the original is lost or stolen or damaged

1. The application form must be signed by the candidate, and his / her name must be furnished as printed on the Registration Certificate original Grade Cards / Mark-sheets issued by Brainware University.
2. In case of missing, a copy of the letter acknowledged by the Police Station, stating loss of the particular Grade Card(s) / Mark-sheet(s) is to be enclosed.
3. Requisite fee is **INR. 1000 (Rupees one thousand only) per Grade Card or Mark sheet.**
4. Xerox copy of the original mark-sheet /grade card should be attached.
5. Duplicate Grade Cards / Mark-sheets may be collected by the candidate or duly authorised person (whose signature must be attested by the candidate in the letter of authorisation addressed to the Controller of Examinations) normally after **MINIMUM 15 working days from the date of receipt of the filled in application.** The University however reserves the right not to issue any duplicate documents in case it is deemed to be not fit.
6. The documents shall not be delivered by post. It should be collected by the candidate or his/her authorised person. At the time of collecting such Grade Card(s) / Mark sheet(s), the money receipt against submission of requisite fees, Authorization (if the candidate cannot come by person) in proper form and photocopy of any authentic photo-identity of the candidate or authorized person (if applicable) are required to be submitted.
7. The duplicate mark sheet/grade card will be prepared same as original one except the inscription of **'DUPLICATE'** on top of the duplicate mark sheet / grade card.