

Controller of Examinations

Ph.: 0831-2444444 Extn. 4314, Fax: 0831-2493781

APPLICATION FOR:

- | | |
|---|---|
| <input type="checkbox"/> a) NAME CORRECTION IN MARKS CARD
<input type="checkbox"/> b) CONSOLIDATED MARKS CARD
<input type="checkbox"/> e) PROVISIONAL DEGREE CERTIFICATE | <input type="checkbox"/> b) DUPLICATE MARKS CARD
<input type="checkbox"/> d) OFFICIAL TRANSCRIPT OF THE MARKS CARD / DEGREE CERTIFICATE
<input type="checkbox"/> f) RANK CERTIFICATE |
|---|---|

1	Full Name of the candidate in block letters as registered for the University examinations		
2	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
3	Register Number		
4	Course & Year of passing (Month & Year) Phase – Part I or Part II to be mentioned clearly		
5	College from which appeared		
6	Correct postal address to which certificate to be sent (in block letters with pin code)		
7	Whether the prescribed fee has been remitted? If so furnish details. Details of the fees paid	D.D. No.: Date: Bank:	Amount

Place: _____ Ph.No.: _____
Date: _____ Mobile: _____

Signature of the Candidate

The information furnished by the candidate as above is correct as per the records maintained in the college.

Principal

**Please tick the document submitted:
All payments shall be made in favour of Registrar, KLEU, Belagavi.**

<p><u>A. CORRECTION OF NAME IN THE MARKS CARD:</u></p> <ol style="list-style-type: none"> 1. Letter forwarded from the Principal 2. DD (Demand Draft) for Rs.800/- per Marks Card. 3. Xerox Copy of the S.S.L.C. Marks card and 10+2 Marks Card 4. Surrender of Original Marks Card(s). 	<p><u>D. DUPLICATE MARKS CARD:</u></p> <ol style="list-style-type: none"> 1. Request letter forwarded by the Principal. 2. DD per Marks Card Rs1,000/- & 300/- for post charges 3. Affidavit on Stamp paper of Rs.20/- signed by a Notary. 4. Acknowledgment for having lodged Police complaint. 5. Notice for loss marks card in the daily.
<p><u>B. CONSOLIDATED MARKS CARD:</u></p> <ol style="list-style-type: none"> 1. Request letter from the candidate. 2. Xerox copies of the marks cards of the entire course. 3. DD for Rs.1,500/- 	<p><u>E. ATTESTATION / TRANSCRIPT OF THE DOCUMENTS:</u></p> <ol style="list-style-type: none"> 1. Request letter from the candidate. 2. DD of Rs.1,500/- for one copy & Rs.500/- for multiple copies each, in favor of Registrar. 3. Xerox copy of the documents.
<p><u>C. PROVISIONAL DEGREE CERTIFICATE:</u></p> <ol style="list-style-type: none"> 1. Request letter from the candidate. 2. Xerox copies of the marks cards (all years) attested by a Gazetted Officer. 3. Attested Xerox copy of the Houseman ship / Training Certificate. 4. UG Rs.700/-, PG (Dip) Rs.800/-, PG Degree Rs.800/- 	<p><u>F. RANK CERTIFICATE:</u></p> <ol style="list-style-type: none"> 1. Request letter forwarded by the Principal. 2. DD of Rs.700/- per certificate 3. Attested Xerox copy of marks card.

**Note: To receive any document from KLE University in person Identity Card is mandatory.
Students should collect the documents from their respective college.**