

**Vidya Vikas Education Trust's**  
**LORDS UNIVERSAL COLLEGE, GOREGAON (W) MUMBAI 400104**  
**APPLICATION FORM FOR ISSUE OF DUPLICATE MARK SHEET.**

Date : \_\_\_\_\_

To,  
 The Principal,  
 Lords Universal College,  
 Mumbai 400 104.

**Sub. : Issue of Duplicate Marksheet.**

Dear Sir / Madam,

I, Miss/Mr. \_\_\_\_\_, student of your college misplaced my  
 marksheet of Semester \_\_\_\_\_ Examination of \_\_\_\_\_ Class / Program. Please issue me a  
 duplicate Mark sheet. Attached herewith all required documents.

Details of the Examination are as given below.

Class/Semester	Month and Year Appeared Exam	Roll / Seat No.

The required charges Rs. \_\_\_\_\_ (Rs.200 for each marksheet for degree College) is paid herewith.

Mobile No. \_\_\_\_\_ Email ID. \_\_\_\_\_

Yours faithfully,

(Name of the Student with signature)

\*Duplicate marksheet will be issued minimum after 20 working days on the date of completion of the formalities.

Documents required:

- 1) Original copy of Affidavit (on stamp paper of Rs.100).
- 2) Original copy of F.I.R with policy NOC.
- 3) Photocopy of HSC Marksheet / College ID Card
- 4) Photocopy of lost marksheet (if available).

For Office Use	Cash Receipt No.	Fees Clearance	Eligibility Status	Enrolment Status	Admission taken in current Year	Library Dues	Whether HSC Mark Sheet/Other Documents collected from college	Principal's Consent	Document Prepared by
Remark									
Date & Signature									
Clearance from Office						Clearance from Library			