

**Performa-IV: To correct name in Admit Card/Grade Transcript /Degree**

Dispatch No:.....  
(filled by department)

Application No:.....  
(filled by exam cell)



**DOON UNIVERSITY, DEHRADUN  
(A STATE Govt. UNIVERSITY)**

To,  
The Assistant Coordinator of Examination,  
Doon University, Dehradun

Subject in brief: **To correct name in Admit Card/Grade Transcript /Degree as per High-school certificate**

Sir, my details are as follows:

1. Name of the Student (in capital letters):..... Father’s Name:.....
2. Student ID:.....Student Roll No: ..... Mob. No.....
3. Programme:..... Batch:..... Semester:.....UG/PG:.....
4. Name of the School:.....Name of the Department:.....
5. Request for: My name is not correct in issued admit card/ grade transcript(s)/ degree of the semester(s)  
.....which was received by me from department/exam cell. So, please correct it as per my  
high-school certificate as enclosed.

Please consider my request as mentioned in point (5) along with enclosures listed below, I will be thankful to you.

Date: .....

.....  
Signature of the Student

**Enclosures:**

1. High School Certificate copy
2. Admit card(original)/Original Grade Transcript(s)
3. Fee Receipt(@Rs 100/-), (if applied after printing Original Grade Transcript(s))

.....  
Signature of the Head of the Department  
with comments (if any) along with seal

.....  
Signature with comments(if any) of Assistant  
Coordinator of Examination

.....  
Comments (if any) of Technical Assistant Examination

.....  
Signature of Assistant Coordinator of Examination  
with comments(if any) along with seal