SARVAJANIK UNIVERSITY
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India
Contact: 9979102021/9712930321
Email: admin@sarvajanikuniversity.ac.in
info@sarvajanikuniversity.ac.in

SARVAJANIK UNIVERSITY
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Name Correction Request Form (SCRF-002)

(ALL THE DETAIL MUST BE FILL IN CAPITAL LETTER)

Date of Request			
Student Full Name	Current		
	Corrected		
Enrollment No.		Year of Passing:	
Institute Name			
Department			
Course / Programme			
Documents to be Corrected	☐ Gradesheet ☐ Degree Certificate ☐ Other: _____		
Reason for Correction	☐ Spelling Mistake ☐ Legal Name Change ☐ Other: _____		
Supporting Documents Attached	☐ ID Proof ☐ Affidavit ☐ Gazette Notification ☐ Previous Certificate ☐ Other: _____		
Contact Information	Mobile: Email:		

Declaration: I confirm that the above details are correct and request necessary corrections.

(Note: - Incomplete application will be treated as cancelled and will not be considered for further processing.)

Applicant's Signature   **Date:**   /   /

SCRF-002

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STUDENT CERTIFICATE REQUEST FORM(SCRF-002)

Certificate Type	Tick (✓)	Fees (INR)	Certificate Type	Tick (✓)	Fees (INR)
Student Related Certificates					
Name Correction in Grade Sheet & Degree Certificate (Pass Out)		2500 (Per.Doc.)	Name Correction in Grade Sheet (Current Student)		500 (Per.Doc.)
Total					

Date of Request		**Enrollment No.**	
Student Full Name			
Institute Name		**Department:**	
Course / Programme			
Year of Admission		**Current Semester:**	
Passing Last Exam (if applicable)			
Mobile Number			
Email			
Address			

Reason for Request:

Signature:	**Student**	**Principal / Dean / Director**	**Institute Stamp**

For Office Use			
Certificate Name(s)	**Total Fees**	**Mode**	**Transaction ID / Ref. No.**
		☐ Cash ☐ Online ☐ Bank	
Document Procced by:	**Name**	**Post**	**Staff Sign: -**
Certificate Received by:	**Date:**	**Name:**	**Student's Signature:**

Note: - List of following documents should be attach with this form.
1) **All Gradesheets**
2) **Degree Certificate.**
3) **Adharcard Xerox**
4) **School Leaving Certificate.**

(Note: - Incomplete application will be treated as cancelled and will not be considered for further processing.)