



NOIDA INTERNATIONAL UNIVERSITY

GAUTAM BUDDH NAGAR

Correction of Name/Father's Name in Statement of Grades/Marks and degree/Diploma

1. It is the sole responsibility of students to check their name/father's name before appearing for 1st semester/year examination. However, correction of Name/Father's Name in marks sheet and degree are made on the request of students. The following documents are required to be submitted by registered Post or by hand in examination section:-

- (a) Application form (**Form-8**).
- (b) Statement of Grades/Marks and degree/diploma, in which correction is required must be enclosed in original. It may be sent by registered post/self/through authorized person.
- (c) Supporting documents i.e. copies of high school marks sheet/certificate and passport in support of your claim are required duly approved by registrar office.
- (d) Payment receipt of Rs. 200/- (Rupees two hundred only) for each Statement of Grades/Marks and Rs. 1500/- (Rupees One thousand five hundred only) for degree. The fee can be paid in the university accounts office or online

Noida International University, ICICI Bank
Account No. 025305007799,
IFSC :ICIC0000253)

or by any other online means available on the university website.

- (e) Authorization letter (In case collected by others) alongwith ID proof of authorized person.

2. If student requires corrected Statement of Grades/Marks and degree/diploma by speed/registered post, postal charges will be paid by the student in addition to the correction fee (Rs. 200/- in India and Rs. 2000/- abroad). Address at which documents are required, must be neatly written in application form in CAPITAL LETTERS with correct PIN code.

3. In this case application on e-mail is NOT entertained as Statement of Grades/marks and degree/diploma are required in original.

4. In case of loss or any damage in postal, this university will NOT be responsible.

5. Minimum 30 days are required for processing the correction in degree and 07 days for correction in Statement of Grades/Marks after receiving the application.

6. For any query please contact on Mob No-7840099626 or write to examination@niu.edu.in .



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Application for Correction of Name/Father's Name in Degree/Diploma and Statement of Grades/Marks

To,
The Controller of Examination
Noida International University

Sir,

I, the undersigned, am/was a student of Noida International University, G B Nagar (UP) for(Course/Branch). On scrutiny, I have found that there is mistake in my Name/Father's Name in Degree/Diploma and Statement of Grades/Marks as per details given below:-

- (a) 1st year Statement of Grades/Marks.
- (b) 2nd year Statement of Grades/Marks.
- (c) 3rd year Statement of Grades/Marks.
- (d) 4th year Statement of Grades/Marks.
- (e) 5th year Statement of Grades/Marks.
- (f) Degree/Diploma
(Please tick mark as applicable)

2. The correct name is:- (Please write in CAPITAL LETTERS only)

Name..... Father's Name.....

3. My payment receipt No is datedIf paid online, transaction Id Nodated.....

4. I may please be issued the corrected degree/diploma/Statement of Grades/Marks at the earliest.

Yours Faithfully,

Signature_____

Name_____

Roll No_____

Contact No_____

E-mail address_____

Date_____

Postal Address (with Pin Code).....

Enclosures:-

- (i) Original degree/diploma and/or Statement of Grades/marks 1st/2nd/3rd/4th/5th year(s) (as applicable).
- (ii) Fee receipt of Rs.1500/- for degree/diploma and Rs. 200/- for each Statement of Grades/Marks from Account Section. If paid online, please attach the Transaction Id.