



## **ST. JOSEPH'S DEGREE & PG COLLEGE**

(Autonomous), Affiliated to Osmania University  
Re-accredited by NAAC (3<sup>rd</sup> Cycle) with B<sup>++</sup> Grade  
King Koti Road, Hyderabad

### **FORM – VII**

#### **REQUEST FORM FOR Name/Father's Name/Mother's Name Corrections /Second Language/SGPA/CGPA in certificates**

**Instructions:** The form is to be filled by a candidate in English CAPITAL letter and in blue/black ink.

**Sub:** Name/Father Name/Mother Name/SGPA/CGPA/ Second Language corrections in certificates – Reg.

**Ref:** Hall-ticket number of the candidate is \_\_\_\_\_

With reference to the subject cited above, Mr./Ms. \_\_\_\_\_, a student of \_\_\_\_\_ (Program Name) bearing the Hall-ticket number \_\_\_\_\_ batch \_\_\_\_\_ requires his/her corrections as mentioned bellow.

<b>ERROR exists in</b>	<b>Printed on Certificate</b>	<b>Required Correction</b>	<b>Change Required</b>
NAME			Yes / No
FATHER'S NAME			Yes / No
MOTHER'S NAME			Yes / No
SEM I SGPA			Yes / No
SEM II SGPA			Yes / No
SEM III SGPA			Yes / No
SEM IV SGPA			Yes / No
SEM V SGPA			Yes / No
SEM VI SGPA			Yes / No
CGPA in Consolidated Memo			Yes / No
CGPA in PC			Yes / No
SECOND LANGUAGE			Yes / No

After incorporation of the corrections, the below mentioned certificates are required to be printed:  
PART-A (If Marks memos need to be corrected)

S.No.	Year - Semester	Regular Month & Year	Backlog Month & Year	Backlog Month & Year	Backlog Month & Year	documents Enclosed (Number)
1						
2						
3						
4						
5						
6						
7						
8						

Total No.of marks memos/Consolidated Memo/PC: \_\_\_\_\_ x 200/- = \_\_\_\_\_ (Total amount payable)

**ENCLOSE :**

1. Inter Memo
2. Semester Memos/Consolidated Memo/PC (that requires corrections)

Postal Address of Candidate .....

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Pin Code ..... Mobile No.....Alternate Mobile no.....

email ID:.....

Full Signature of Student with date

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**FORWARDED by:**

**SIGNATURE OF PRINCIPAL with OFFICE SEAL**