



MAA SUMITRA DEVI EDUCATIONAL FOUNDATION

MSME Regd. - UAMNO. UK05D0005504 | GOVT OF NCT OF DELHI REGN NO. 3071/2019 | ISO CERTIFIED 9001:2015 | NITI AAYOG - DL/2021/0298201

MARK SHEET/ CERTIFICATE CORRECTION FORM

Enrolment Number: _____ Course: _____

Student Name: _____

Please mention correction in the below table -

Correction Request Details		
Requesting Changes in (Please Tick whichever field is required to change)	Data as mentioned in Mark Sheet / Certificate	Correction Needed
Student's Name		
Father's Name		
Date of Birth		

Fee Rs.500/- for Correction in Mark Sheet / Certificate

Please enclose:

1. Payment details for correction of mark sheets / certificate.
Mode of payment - Paytm/ NEFT / Cash / Cheque _____
2. Original mark sheets / certificate that was sent by us.
No. of Mark Sheets _____ No. of Certificates _____
3. Corrections with supporting documents (Proof)
4. The processing of certificate/ mark sheet correction will take a month from the date of receipt.

Date & Signature _____