



**FORM – COE-C03**

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**Email Id. [infocoe@jisuniversity.ac.in](mailto:infocoe@jisuniversity.ac.in)**

**Contact No. +91-8336047403**

**APPLICATION FOR CORRECTION**

Name of the student: \_\_\_\_\_

Program (B.A./B.Sc./B.Tech/etc.): \_\_\_\_\_ Branch: \_\_\_\_\_

University Regn. No. \_\_\_\_\_ of \_\_\_\_\_ Department: \_\_\_\_\_

Current Semester / Year (for current student): \_\_\_\_\_ Year of passing out (for passed-out student): \_\_\_\_\_

Item to correct	Particulars (what to correct?) – may attach annexed page of statement, if necessary
<input type="checkbox"/> Admit Card	
<input type="checkbox"/> Grade Card	
<input type="checkbox"/> Transcript	
<input type="checkbox"/> Degree Certificate	

**Documents needed to be attached:**

1. Photocopy of Registration Certificate
2. Original copy of the incorrect document
3. Photocopy of supporting document (basis of correction)

\_\_\_\_\_  
Signature (**Student**)

Mobile No. \_\_\_\_\_

Email id. \_\_\_\_\_

\_\_\_\_\_  
Signature with seal

(**Dean/HOD/DEC**)

**FOR OFFICE USE ONLY**

Prepared and verified by: \_\_\_\_\_ Certificate dispatched on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Received Certificate with Serial No. \_\_\_\_\_ Mode of intimation to the student: Email / Telephone

\_\_\_\_\_  
Signature of the student

\_\_\_\_\_  
Office seal

\_\_\_\_\_  
COE / DCOE / ACOE, JIS University