Application for Correction in Certificates

Candidate should read the instructions very carefully before filling in the columns.

1. Name of the Student   :

  (As registered in the University Records)

2. Father's Name   :

3. Date of Birth   :

4. Registration No.   :

5. Name of the Course Studied   :

6. Month & Year of passing   :

7. Contact No. & e-Mail ID   :

8. Name of the original certificate(s)   : Mark statements ☐

    enclosed (Tick)for correction   Diploma ☐ / PG Diploma ☐ / Certificate ☐

        Degree Certificate ☐

        Others if any Specify

9. Correction to be made in   : DOB / Name

10. Details of Payment   : DD/NEFT

11. Amount in Rs.   :

12. DD no./NEFT Transaction ID   :

13. Date of Payment   :

14. Name of the Bank and Branch   :

15. Complete address with PIN code :
    for communication

Date: Signature of the Candidate

Place:

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FOR OFFICE USE ONLY

Instructions to the candidates to submit the application for Correction in Certificates

1. The application should be filled in with block letters.
2. The original certificates in which the correction is required should be enclosed with the application without fail.
3. Copy of SSLC/HSC certificate is to be enclosed as a proof for the correction.
4. The processing fee is Rs.1000/- (Rupees One Thousand Only) for Degree / Diploma / PG Diploma certificate and Rs.500/- (Rupees Five hundred only) for each mark statement, can be sent either by DD drawn in favour of the **"DDE, VMU"** payable at Salem or through NEFT payment to the following account.

   Current Account Name: DDE, Vinayaka Missions University,

   Account No.: 188702000000176

   IFSCode: IOBA0001887

   Bank : Indian Overseas Bank, Ariyanoor Branch, Ariyanoor, Salem - 636308.
5. Address to which the certificates are to be sent must be complete with postal/ZIP code.
6. Contact details including mobile number and e-Mail ID are to be mentioned in clear.
7. The duly filled in application along with necessary documents and DD / proof of NEFT payment should be submitted to **The Deputy Registrar, Admission & Finance,** Directorate Distance Education, Vinayaka Missions Research Foundation (Deemed to be University), Ariyanoor, Salem – 636 308, TN.

   For further details contact dde.admission@vmu.edu.in / sysadmin@vmu.edu.in