

# VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM – 636 308

(Deemed to be University Declared Under Section 3 of UGC Act, 1956)

## Directorate of Distance Education

### 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) enclosed (Tick)for correction :  
Mark statements   
Diploma  / PG Diploma  /  
Provisional Certificate  / Degree Certificate   
Others if any Specify  \_\_\_\_\_
9. Correction required : DOB / Name
10. Mention the details to be corrected :
11. Details of Payment : DD / NEFT
12. Amount in Rs. :
13. DD No. / NEFT Transaction ID :
14. Date of Payment :
15. Name of the Bank and Branch :
16. Complete address with PIN code for communication :

Date :

Place :

Signature of the Candidate

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**FOR OFFICE USE ONLY**

### **Instructions to the candidates to submit the application for Verification of certificate**

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 of Rs.1000/- (Rupees One Thousand Only) for Degree certificate and Rs.750/- (Rupees Seven hundred and Fifty only) for each mark statement and other certificates 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

IFSCCode: 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.