



Gandaki University

गण्डकी विश्वविद्यालय

Office of the Controller of Examination
Pokhara, Kaski

To

The controller of Examination

Gandaki University, Kaski

Subject: Request for the correction of name in grade sheet/transcript

Dear Sir/Madam,

I am writing to request a correction in my grade sheet/transcript regarding my name. Currently, my name is listed as, but the correct spelling is..... I have enclosed proof of the correct spelling for your reference.

Applicant's Name:

Year:

Semester:

Program:

GU Reg. No.:

Exam Roll No.:

Recommendations

I agree that the particulars given by Mr./Ms.are correct.

I hereby recommend for the correction of name in grade sheet/transcript mentioned above.

.....
Seal of the Institution

.....
Date

.....
Signature of Program Coordinator

Required Documents:

Please attach the following document along with this application.

1. Copy of Student Identity Card.
2. Copy of grade sheet/transcript.
3. Copy of GU Reg. Card.