



(UPSOSB)

उत्तर प्रदेश राज्य मुक्त विद्यालय परिषद्
UTTAR PRADESH STATE OPEN SCHOOL BOARD

Form for correction in Academic Record

Enrollment Number :

Name of the Candidate :

Address for correspondence :

.....Pin code.....

Correction applied for :

Incorrect

Correct

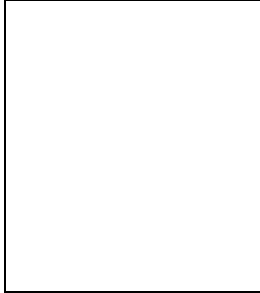
Supporting
Documents Enclosed

Name :

Father's Name :

Mother's Name :

Date of Birth :

Photograph : 

Fees paid if any :

Date	D.D. No/UPI/NEFT	Drawn on (Bank Name & Address) Payable at	Amount

Date:.....

Signature of Candidate

INSTRUCTIONS

S. No.	Particulars
1	Fees for Correction in Mark Sheet/Migration / Passing Certificate - per correction - Rs.1000 per sheet.
2	Necessary documents required: Documents related to corrections should be attached along with the application. Original Old Documents should be submitted in the Office, All Old Certificates will be retained in the office of COE.
3	This form will be valid only if it is duly signed by the respective Director / Coordinator of the Centre.
4	The fees should be paid in the form of Demand Drafts in favour of "UTTAR PRADESH STATE OPEN SCHOOL BOARD", payable at PRAYAGRAJ.
5	Fees once paid will not be refunded nor adjusted for any other certificates under any circumstances.
6	Application should be complete in every respect, failure to furnish correct details may cause delay in the issue of the certificate.
7	Normal processing time required upon receipt of application form for Correction will be 15 working days (Correction requests will be processed in the order of receipt and the Corrected Migration/Mark Sheet/Passing Certificate has to be collect within one month from the date of issue).
8	Any request for alternative arrangement will NOT be accepted once the application form is submitted.
9	The UTTAR PRADESH STATE OPEN SCHOOL BOARD (UPSOSB) reserves the right to withhold issuance of a Certificate to a student who has not paid fees or other fees owed to the UPSOSB, or who has failed to discharge all obligations towards the UPSOSB.

Procedure for Correction in the Academic Records

- The Admission to a particular course is normally confirmed by UPSOSB by issuing an Identity Card having details of learner's admission particulars as per the record available in UPSOSB.
- In case of any discrepancy in Name or Fname or Mname or DOB or Address or photo etc., kindly apply for correction at your study centre or at the concerned Regional Centre along with the documentary proof.
- In case if you notice the discrepancy after your result has been declared and you have been issued the passing documents (Mark sheet, Migration or Provisional Certificate), kindly apply for correction at your study centre or at the concerned Regional Centre along with the documentary proof and the documents (Mark sheet, Migration or Provisional Certificate or final certificate) with incorrect details issued to you by UPSOSB.
- Kindly note that the revised corrected documents will be issued only if you have submitted the documents (Mark sheet, Migration or Provisional Certificate or final certificate) with incorrect details issued to you by UPSOSB along with your application.