



POKHARA UNIVERSITY

Office of the Controller of Examinations

Pokhara Metropolitan City-30, Kaski

Date: _____

To
The Controller of Examination
Pokhara University, Kaski.

Subject: **Request for the Correction of Certificate(s).**

Dear Sir/Madam,

I would like to request for the correction of the certificate(s) issued by the Office of the Controller of Examinations. The details of the correction required are as follow:

1. Tick the certificate to be corrected:
a. Transcript () b. Provisional () c. Migration () d. Degree Certificate () e. Others ()....
2. Details of the correction required:

Title	Mistake	Correct
Student's Name		
Date of Birth		
Father's Name		
Transcript Number		
.....		
.....		
.....		
.....		

Applicant's Signature :

Applicant's Name : Faculty :

College : Program :

Date : Contact Number :

Required Documents:

Please attach the following document along with this application.

1. Original Certificate(s) to be corrected.
2. Photocopy of citizenship. (if name/date of birth is mistake)
3. If the mistake is found to be from the applicant's side then the applicant should also submit a Bank Voucher*.

* Bank voucher means the voucher required from the Kamana Sewa Bikas Bank, Saving A/C 1200300027317000001 or Nepal Investment Bank Ltd., Saving A/C 01105020011938 after depositing required fees for the service in the name of PU EXAM CONTROL OFFICE.