



# 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.