

**Sadhana Education Society's**  
**L S RAHEJA COLLEGE OF ARTS & COMMERCE, MUMBAI 400 054**  
**APPLICATION FORM FOR ISSUE OF DUPLICATE MARK SHEET.**

Date : \_\_\_\_\_

To,  
The Principal,  
L S Raheja College of Arts & Commerce,  
Mumbai 400 054.

Sub. : Duplicate Marksheet/Passing Certificate

Dear Sir,

I, Miss/Mr. \_\_\_\_\_, student of your college misplaced my  
marksheet of Semester \_\_\_\_\_ Examination of \_\_\_\_\_ Class of \_\_\_\_\_ Program. Please  
issue me a duplicate Mark sheet/Passing Certificate. Attached along with is the FIR registered with  
\_\_\_\_\_ police station and the copy of the lost mark sheet **(if available)**.

Details of the Examination are as given below:

1. Examination was conducted in \_\_\_\_\_.
2. My Seat No and / or Roll No. for the examination was \_\_\_\_\_.

The required fees Rs. \_\_\_\_\_ (Rs.100 for marksheet and Rs.100 for passing certificate for degree  
College) and Rs.10 (for Junior College) is paid herewith.

Yours faithfully,

(Name of the Student with signature)

**FOR OFFICE USE ONLY**

Received Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ date \_\_\_\_\_

Being the payment against duplicate mark sheet/passing certificate.

Signature of the clerk

Contact No.- 1)

2)