



# INSTITUTE OF OPEN SCHOOLING & SKILL EDUCATION

[An Autonomous Body of Registered Educational Society, Govt. of NCT Dehli]

## Application Form for Certificate Correction

Date: .....

1. Name of School/ Center: \_\_\_\_\_

2. Address & Code of School/ Center: \_\_\_\_\_

3. Class X/XII: \_\_\_\_\_

4. Session/Year: \_\_\_\_\_

5. Applying for Correction in: Marksheet  Migration

6. Details of Correction to be carried out in the document: (Specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Fees paid if any: (Details)

Date	DD No.	Draw on (Bank Name & Address) Payable at	Amount

8. Details of Marksheet/ Migration:

S.No.	Name of Student	Father's Name	Session/Year	Documents Surrendered

\_\_\_\_\_  
Auth. Signatory of School/ Center with Date

Note: Necessary Documents relating to Corrections (Xerox Copy) should be Attached.

### INSTRUCTIONS TO SCHOOL/ CENTER

S.No.	Particulars
1.	Fees for Correction in Marksheet/ Migration per Correction, Rs. 1000/- per Sheet.
2.	Necessary documents required: Documents relating to corrections (Xerox Copy) should be attached along with the application. Old Certificate will be retained in the office or CEO.
3.	This form will be valid only if it is duly signed by the respective Principal/ Director/ Coordinator of the School/ Center.
4.	The fees should be paid in the form of DD or Net Banking or Online.
5.	Fees once paid will not be refunded or 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 requires upon receipt of application fm for correction in 7 working days(Corrections requests are processed in the order of receipt and the Corrected Certificates have to be colleted within one month for the date issue.
8.	Any request for alternative arrangement will not be accepted once the application form is submitted.
9.	The IOSSE reserve the Right to with hold issuance of a Certificate to a student who has not paid fees or other fees owed to the IOSSE or who has failed to discharge all obligations towards the IOSSE.