



SANTHIRAM ENGINEERING COLLEGE::NANDYAL
(AUTONOMOUS)
APPLICATION FOR NAME CORRECTION IN ACADEMIC CERTIFICATES

Date: _____

To
The Principal,
Santhiram Engineering College, Nandyal.

Subject: Request for correction of Student / Father / Mother Name in academic certificates.

Respected Sir/Madam,

I, _____, S/o/D/o _____, bearing
Registration No. _____, studying / studied _____ Branch
_____, Batch _____, respectfully request you to kindly make the
necessary correction in my academic records and certificates.

1. DETAILS OF NAME CORRECTION (All the details should be in Capital Letters)

Name to be corrected (✓): ☐ Student Name ☐ Father's Name ☐ Mother's Name ☐ Others

Particulars	Existing Name as Printed	Correct Name as per SSC
Student Name		
Father's Name		
Mother's Name		
Others (Mention the details)		

2. CERTIFICATES / MARKS MEMOS FOR CORRECTION (Use ✓ mark)

☐ All Semester Marks Memos ☐ Particular Semester: _____ ☐ CMM ☐ PC

The correction is requested as per the name appearing in my SSC / CBSE / Equivalent / Aadhaar document. I hereby declare that the information furnished above is true and correct. I am enclosing the necessary supporting documents for verification and request you to kindly approve the correction and issue the revised / corrected certificate(s), as applicable.

Enclosures: ☐ SSC / CBSE / Equivalent, ☐ Aadhaar ☐ Relevant Marks Memo(s) ☐ CMM ☐ PC:

Place:

Date:

Yours faithfully,

Signature of Student: _____

Mobile No.: _____

----- **FOR OFFICE USE ONLY** -----

Documents Verified	Remarks / Recommendation
☐ SSC / CBSE / Equivalent ☐ Aadhaar	
Verified by: Date: _____	Principal: ☐ Approved ☐ Not Approved Signature with Date: _____