



Ghanshyamdas Saraf  
college of arts & commerce  
EDUCATION EMPOWERS

From: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone No.:.....

To,  
The Principal,  
Ghanshyamdas Saraf College,  
RSET Campus, S.V.Road, Malad (West),  
Mumbai -400 064.

Subject: **APPLICATION FOR NAME CORRECTION IN COLLEGE DOCUMENTS**

Respected Madam/ Sir,

I Ms./ Mr. \_\_\_\_\_ Student of your college was studying  
in course \_\_\_\_\_ during the academic year From \_\_\_\_\_ To \_\_\_\_\_  
PRN No. \_\_\_\_\_

I intend to made a correction in my \_\_\_\_\_ document in which my name  
was printed as \_\_\_\_\_ instead of  
\_\_\_\_\_. For proof I am enclosing my  
HSC marksheet photocopy/ Gazette copy .

*I am submitting following documents photo copyfor name correction : -*

Semester	Seat No.	Month & Year	Remark
1.			
2.			
3.			
4.			

Library dues (Yes/No)

[Signature of the applicant]

Fees: Rs. ..../- Receipt No..... & Date : .....