



APPLYING FOR CORRECTION OF NAME

■ **Procedure:**

For correction or to change the name of Student/Father in the Marksheet/Degree issued from AURO University, a candidate has to write an application (in prescribed format given below) addressed to the Controller of Examination, AURO University, mentioning the correction of name in the Marksheet / Degree.

The following documents should be enclosed to the application for correction of name:-

1. Degree/All Marksheets (if issued by AURO University) in original.
2. An attested photocopy of 10th class Marksheet/ High school Certificate. Or an affidavit prepared by the Notary on a non- judicial stamp paper of Rs.50/- (Declare of Name).
3. Payment receipt Rs. 500/- per Marksheet.
4. Payment receipt Rs. 1000/- Degree.
5. Submit the application along with the above mentioned documents to following address:-

***Controller of Examination
AURO University, earthspace,
Hazira Road, opp. ONGC, Surat,
Gujarat 394510***

■ **Fees:**

For correction of name in Degree Candidate required to pay an amount of Rs. 1000/-
For correction of name in marksheet Rs. 500/- per marksheet

Following is the URL for online transactions:

1. Payment URL: <http://aurofees.arouniversity.ac.in/>
2. AURO University
Kotak Mahindra Bank
K.G.Point, Ghod Dod Road, Surat – 395 007
Account No.5013630770
IFS Code : KKBK0000871
MICR Code : 395485002
Swift Code : KKBKINBB



APPLICATION FOR CORRECTION OF NAME

To,

Controller of Examination
AURO University,
earthspace, Hazira Road,
opp. ONGC, Surat, Gujarat 394510

Subject:- Application for correction of name in marksheet / Degree.

Sir / Madam,

I am / was a student of AURO University, Surat. I appeared and passed / failed the (*name of degree*) _____ Degree in (Year) _____ from AURO University, Surat, Gujarat.

The Degree/ marksheet(semester/s) _____ conferred upon me by the AURO University, Surat has been misprinted/mis-spelled in the name of Student/Father. Therefore, I kindly request you to correct the name in above issued marksheet.

The required documents to support enclosed herewith.

(Write below the correct name as per 10th certificate, to be printed on Marksheet/ Degree):

(A) Student Name : _____

(B) Father Name : _____

Yours faithfully,

Sign _____

Name : _____

Enrollment No.: _____

Contact No. _____

Enclosures:-

1. Fee receipt Issue by Account Office for Rs. _____ for _____ nos.
2. All the Marksheet/Grade Card/Degree issued by AURO University in original.
3. Attested copy of 10th class marksheet/High school Certificate. Or Affidavit.