



APPLICATION FORM FOR  
**CORRECTION OF NAME IN CERTIFICATE**  
(APPLICABLE TO THE REGULAR COURSES OFFERED AT SMIT)

To be filled in Capital Letter

1. NAME OF THE STUDENT (In Capital Letter) (With phone no. and email ID)  Name :  WhatsApp No :  E Mail ID :	Postal Address:					
	District					
	State					
	Pin Code (Mandatory)					
2. Registration No.						
3. Name of Branch & Course:						
4. Name of the last examination appeared						
5. Year & Month of passing the above Examination:						
6. Please fill up the following points (a) Incorrect Name (Self/Father/Mother) (a) (b) correct Name (Self/Father/Mother) (b)						
7. Details of Amount paid: a) <b>Through SBI Collect, with the link below.</b> <a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm</a> (Copy of e-receipt to be attached)  b) <b>Through Demand Draft:</b> Demand Draft must be in favour of SMIT payable at GANGTOK.  c) <b>Through cash at Finance Department, SMIT:</b> Receipt of Cash payment to be attached	E-Receipt No.					
	Demand Draft No.					
	Cash Receipt No.					
	Amount					

No Dues form Finance Dept. \_\_\_\_\_

**NOTE**

- This application is to be sent to the following address:  
**Dy. Controller of Examination-Tech, SMU,  
C/o Sikkim Manipal Institute of Technology,  
Majitar, Rangpo – 737136,  
East Sikkim, India.**
- Details of fees and other information are given overleaf.
- Incomplete application will be rejected.
- Issue of certificate is subjected to clearance from Finance Department, Sikkim Manipal Institute of Technology

Place: .....

Date: .....

Signature of Candidate

## **FEE DETAILS**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Undergraduate/ Post Graduate Course (In Rs.)</b>	<b>Postal Charge (For each postage)</b>
1	Correction of name in the Certificate (per certificate)	100.00 (each) (In case the name is different from as printed in the application form)	<b>Within India</b>  Rs.100/-  <b>Overseas</b>  Rs.1400/- (USA) Rs.2200/- (Canada)
2	Lapse Fee	50.00 (after a lapse of FIVE years from the date of passing the respective examinations shall have to pay additional)	

## **INFORMATION**

- I. The applied documents will be issued through the Institution where the candidate has studied last. Hence candidates must collect the same from the respective Institution.
- II. The attested copy of either Class X Pass Certificate or Class X Marksheet is to be submitted along with the application form for the correction name in the certificate.
- III. Original Certificate with incorrect name must be surrendered to the office of Deputy Controller of Examination-Tech (SMU), SMIT while submitting the application form for the Name Correction.
- IV. Correct and Incorrect Name must be mentioned in the front-page point no. 6 of Application Form for Name Correction.
- V. Name of the person must be mentioned clearly in the with relation to student given in the front-page point no. 6 of form for Application Form for the Name Correction.
- VI. Cheques and Indian Postal Order are not accepted.
- VII. For any query, contact at (03592) 246216, 246217, 246219, Extension no: 235,688,689. email ID: [dce.tech@smit.smu.edu.in](mailto:dce.tech@smit.smu.edu.in)

\*\*\*\*\*NAME CORRECTION\*\*\*\*\*