

Sardar Patel University

Vallabh Vidyanagar

For the Issue of Duplicate Marksheet

- Step-1: He/she should collect a form for Duplicate Marksheet from University Stores Section Room No.108.
- Step-2: He/she should collect as many forms as the number of Marksheets he/she may require.
- Step-3: He/she should fill in the details on the form like name of the examination, seat number and year of examination for the marksheet required and attach a photocopy of the original (if he/she has any).
- Step-4: Having filled the form, he/she should get it checked in Room No.205 of the Exam Section, pay the necessary fee in the Accounts Section, Room No.105, of the University and then submit both the filled in form with the fee receipt in Room No.205.
- Step-5: He/she can collect the Marksheet 15 days after the submission of the form by showing his/her copy of the receipt in Room No.205.