



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi-110078**

**Application of drop cases for issuance of Consolidated Marksheet & Provisional Certificate/Original Degree**

Date .....

Name of Student : .....

Father's Name : .....

Enrollment No. : .....

Institute Name : .....

Minimum Credits:.....  
Maximum Credits:.....

To,  
The Controller of Examination,  
GGSIP University,  
Sector 16-C, Dwarka  
New Delhi - 110078  
Sir/Madam,

I hereby solemnly state that I have earned..... Credits which are equal to or greater than the minimum number of credits prescribed for being eligible for the award of .....degree. I have appeared for my last End Term Examination conducted by the University in ..... (Month/Year). I have not been successful in earning maximum number of credits assigned and have consciously decided not to appear for the papers in which I have not been able to earn credits.

The details of which are as under:-

S. No.	Paper title	Paper ID	Credits assigned
1			
2			
3			

I therefore request you to kindly issue my Consolidated Mark sheet & Provisional Certificate/Original Degree taking into consideration the result declared up to .....

Yours sincerely

Signature of Applicant

**List of document enclosed:-**

1. Photocopies of All Semester Mark sheets/Result.
2. Migration Certificate Copy (If applicable)

**Forwarded by Dean/Director/Principal**  
**With Signature Seal and Date**