

Application Form for Official Transcripts

(Applicant should not have any backlog subjects as on date)

Name of the Student (IN CAPITAL LETTER): _____

University Register No.: _____

Date of Birth (dd/mm/yyyy): ___/___/___

No. of Copies: _____

Mode of Payment: Cash/DD*

Fees Paid: Rs. _____

*DD No.: _____

Mode of Collection: In person/Through Parent/Guardian/By Post**

Applicant Signature with Date: _____

Contact No.: _____

Provide the name of universities with address and number of copies required for each University

Sl. No.	Name of the University (with address in CAPITAL LETTERS)	No. of Copies
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(If required continue in the back side of this form)

Receiver Signature with Date: _____

(While Receiving the Certificates)

Fees: Rs. 200/- for 1st copy of transcript and Rs. 100/- for each additional transcript;

**Postal charges of Rs. 100/- to be included in the demand draft.

FOR OFFICIAL USE ONLY

1. Fees Paid : Rs. _____

2. Receipt No. with Date: _____

3. Permitted / Not Permitted

4. Sl. No. of Transcripts : _____ to _____

5. Date of Issue: _____

6. No. of Copies: _____

Dy. Controller of Examinations