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## TRANSCRIPT APPLICATION FORM

### Part A: Student Details

1. Full Name (as per university records):

\_\_\_\_\_

2. School Name: \_\_\_\_\_

3. PRN Roll Number: \_\_\_\_\_

4. Program / Course Name:

UG     PG     Diploma

Course: \_\_\_\_\_

5. Branch / Specialization: \_\_\_\_\_

6. Semester/Year of Admission: \_\_\_\_\_

7. Semester/Year of Completion: \_\_\_\_\_

8. Mobile Number: \_\_\_\_\_

9. Email ID: \_\_\_\_\_

10. Date of Birth: \_\_\_\_\_

11. Permanent Address:

\_\_\_\_\_

\_\_\_\_\_

### Part B: Transcript Request Details

10. Purpose of Transcript (Tick all that apply):

Higher Studies     Employment     Immigration     Other (Specify):

\_\_\_\_\_

11. No. of Sets Required: \_\_\_\_\_

12. Mode of Delivery:

Self-Collection     Courier (Add courier details if applicable) -This Need to pay extra postal charges.

13. If to be sent directly to a foreign university/institution, mention details:

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

### Part C: Payment Details

14. **Amount Paid:** ₹ \_\_\_\_\_ (As per University Norms)

15. **Payment Mode:**

Online     DD     Cash

Transaction ID/DD Number: \_\_\_\_\_

16. **Date of Payment:** \_\_\_\_\_

### Part D: Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that providing incorrect information may result in the rejection of this application. I am aware that the fees paid for this certificate is non-refundable.

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Note:** Please attach the Marksheet/Grade sheet xerox copy and Payment receipt with the application form

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### Office Use Only

- Application Received on: \_\_\_\_\_
- Verified by: \_\_\_\_\_
- No. of Sets Issued: \_\_\_\_\_
- Issued On: \_\_\_\_\_
- Signature of Dealing Assistant: \_\_\_\_\_
- Signature of CoE/Dy.CoE: \_\_\_\_\_