



Form for Applying Official Transcript

(Please fill up in Block Letter)

1. Name of the Applicant: _____
2. (As per Marksheet) Surname _____ Name _____ Father's Name _____
3. Permanent Residential Address: _____

4. Name of the Institute/Department: _____
5. Name of the Examination Passed: _____
6. Month and Year of Passing: _____
7. Student UID No. : _____
8. Mobile. No. : _____ E-mail ID: _____
9. Purpose for which transcript is required: _____
10. No. of copies required : _____
11. Fee Rs. _____ offline Mode/Online Mode (Receipt Attached)
Date: _____
12. Name & Address of the University/Institute/Employer/Student (In Capital latter) to whom transcript is required to be sent (Attached a separate list, if required)
13. If, the Transcript required to collect Personally : Name : _____
Mobile. No. : _____

Date: _____

(Signature of the applicant)

Note : Submit application form along with

- 1) Fees receipt
- 2) All Semester Marksheet copy
- 3) Transcript form
- 4) If Transcript send out side them WES form (If Required)

For Office Use Only

_____ passed the _____ examination held in _____ 20____ under Student UID No. _____. The application is in order and the payment has been verified. The Candidate may be issued with Transcript Certificate.

Entered on Page _____ at Sr. No. _____ of the Certificate issue Register.

Clerk

Head,
Exam Branch