

TRANSCRIPT REQUEST FORM

I, _____ Registration No. _____ enrolled in _____ degree program have completed the requirements of my Transcript in _____ semester. I wish to apply for award of Transcript on completion of the prescribed requirements.

1. Normal mode of Transcript Collection, Rs. 4,000/- (Preparation duration= 75 days, after Clearance)
2. Urgent mode of Transcript Collection, Rs. 6,000/- (Preparation duration= 30 days, after Clearance)

Applicant's Signature

For Office use only:

Accounts Office:

Amount Received Rs: _____

Transcript Charges Rs. _____

Name: _____

Signature: _____

Date: _____

Registration Office:

Name: _____

Signature: _____

Date: _____

Transcript awarding date: _____



Name of Student: _____ Registration No: _____

Please collect your Transcript from Examination department on _____

Signature: _____

Examination's Officer