

APPLICATION FOR ACADEMIC TRANSCRIPT

1. Name in Full: Mr./Mrs./Miss/Rev
.....
2. Registration No:.....
3. Address of the Applicant:.....
.....
4. Year of Admission to the University:.....
5. Particulars of Examination Passed:
(Please indicate the subjects offered at each examination and the year of passing)

	<u>Subjects</u>	<u>Year</u>
1. G.S.Q. Examination:

2. General/Special Degree:.....		Year.....
6. Subsidiary Subject:.....
7. Scholarships and other awards:.....
8. Address where the transcript should be sent:.....
.....

Date:.....

Signature of Applicant

NOTES

01. **FEES:**(1) Local Transcripts - **Rs. 250/= Within 5 working days,**
Rs. 750/= Within 2 working days,
(Inclusive of postage) per copy and Rs.20/=for every additional copy, if sent to the same address.

(II) Foreign Transcripts -**Rs. 750/= Within 4 working days,**
Rs.1500/= Within 2 working days,
(Inclusive of postage) per copy and Rs.20/=for every additional copy, if sent to the same address.
02. Each application must be accompanied by University receipt for the prescribed fee.
03. Transcripts are sent only to the Universities, Ministries, Embassies or any other recognized Institutes. Transcripts are not issued direct to the applicants or for personal names as they are of confidential nature.
