

APPLICATION FOR ISSUE OF OFFICIAL TRANSCRIPTS

(For candidates studied in regular courses only) (Not to be used by the candidates studied in Directorate of Distance Education or Twinning Programme)

1. Name of the candidate (*in capital*) :
2. Register Number (*as per the University records*):
3. Examination/Course Passed :
4. College/Department in which studied :
5. Period of Study (academic year) : FromTo.....
6. Reason for which transcripts required :
7. Number and Name of the Original : 1.
2.
3.
4.
8. Number of copies required (in words) :
9. Mobile No :
10. Email id :
11. Permanent Address :
12. Amount paid with details of : Rs..... DD/Challan
No. and Date No.....dated.....
13. Address to which the transcripts are to be submitted:
(if the column is not sufficient a separate address list may be enclosed)

S. No.	Name and Address	S.No.	Name and Address
1.		2.	
3.		4.	
5.		6.	

Place:

Date:

Signature of the Candidate

Instructions to applicants

- a) All the entries in the application form must be written neatly and legibility by the candidate.
- b) Original certificates for which transcripts required must be enclosed with the application for verification and return.
- c) Duly addressed envelope should be enclosed for affixing Assistant Registrar's signature on the cover, after sealing.
- d) It is the responsibility of the candidate to obtain the original certificates and transcripts from the section after due acknowledgement.
- e) The fee prescribed for the issue of Transcripts is:

Application Fee: Rs. 1000/- Each copy : Rs. 500/- (Per page)

*The fee should be remitted in the Indian Bank, Pondicherry University Branch, Pondicherry 605 014, in the Account No. **6659344508** (pink color challan) or Demand Draft drawn in favour of the Finance Office, Pondicherry University, payable at Pondicherry.*

- f) In case original certificate not available on hand, photocopies will be sent to examination wing for verification of authenticity, with consequential delay.
- g) The filled application form along with its enclosures may be sent to :

**The Asst.Registrar(Aca-Gen)
Pondicherry University
R.Venkataraman Nagar Pondicherry 605 014.**

For Office use only

Verified with the originals and found to be in order.

Section Officer/Asst. Registrar (Aca-Gen)

All the original certificate enclosed (as per Sl.No.7) received by the candidate.

Signature of the Candidate