

# UNIVERSITY OF DELHI

Cashier Please Accept Rs.....

## Application Form for Issue of Official Transcript

Please read instruction given overleaf carefully before applying.

1. Name of Candidate (In Block Letters) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Name of Examination Passed \_\_\_\_\_
4. Year of Passing the Examination \_\_\_\_\_ Roll No \_\_\_\_\_ Result \_\_\_\_\_
5. Subject/s Offered \_\_\_\_\_
6. College/Institution/Faculty last attended by the student \_\_\_\_\_
7. Address \_\_\_\_\_  
\_\_\_\_\_
8. Have you applied for transcript earlier, if so please mention the No.& Date \_\_\_\_\_
9. Local Telephone, Office \_\_\_\_\_ Residence \_\_\_\_\_

**Write (in block letters) the name/s with full addresses of the University For which official transcript/s are to be addressed.**

<b>1.</b> _____ _____ _____ _____	<b>2.</b> _____ _____ _____ _____
<b>3.</b> _____ _____ _____ _____	<b>4.</b> _____ _____ _____ _____

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

Signature of the applicant

**(Read instructions at Page 2)  
FOR OFFICE USE ONLY**

The particulars regarding the above examination mentioned by the student have been verified from the records and found correct.

S No	Year	Roll No	Examination Passed	Marks Obtained	Result	Division	Particulars

Dealing Assistant \_\_\_\_\_

Section Officer \_\_\_\_\_

## **INSTRUCTIONS FOR FILLING UP THE TRANSCRIPT APPLICATION FORM**

1. No transcript will be issued to any applicant until /unless the student encloses a copy of the letter of the foreign University for which transcript is sought. The candidate is also requested to mention the name of the foreign University with full address/es, where he/she wants to apply. No transcript will be issued without any address of the foreign University.
2. Write your name, roll no., name of the examination, year in which passed, subject etc. correctly and legibly.
3. The required transcript will be issued after a period of fifteen working days (two weeks or so) excluding Saturday/Sunday and other Gazetted holidays from the date of submission of application with prescribed.
4. One photocopy of the mark sheet of the final Examination may be enclosed with the application form for which transcript is required.
5. If Nomenclature Certificate (i.e. name of the paper as per syllabus) is required please contact the Section Officer, Academic Branch-II, New Administrative Block, University of Delhi, Delhi-110007. The candidate is also requested to enclose a photocopy of the Mark sheet of each year and a copy of syllabus submitted to the Section Officer Academic Branch-II.
6. For students who have passed from any college under **North Campus** he/she may apply for official transcript to Section Officer, Examination Branch III(ii), University of Delhi, North Campus, Delhi-110007.
7. If the student has passed out from any college under **South Delhi Campus**, he/she has to apply for official transcript to the Section Officer, Examination Branch III, South Delhi Campus, University of Delhi, Benito Juarez Road, New Delhi - 110021, behind A.R.S.D. College Building, Dhaula Kuan, New Delhi.

### **FEES**

- Amount of Rs.200/- is to be paid per transcript within first 5 years of examination. After this Rs.400/- per transcript. The amount may be paid at the University cash counter
- Applicants who want to receive transcript through post within India (not for Delhi) may also append a self address stamped envelope (preferably Rs.50/- to Rs.100/- stamp) to cover Registered postage charges within India. It is the responsibility of the applicant to ensure that the postage stamp should be sufficient especially where the applicant has applied for more than one transcript.
- Students residing outside India may submit a fee of US \$ 50 per transcript through Bank Draft drawn in favour of "Registrar, University of Delhi".

Received Sealed Envelope

Date of posting the Transcript

Signature of Applicant with Address

Signature and Name of Official