



ಶರಣಬಸವ
Sharnbasva
ಕಲಬುರಗಿ - ೫೮೫ ೧೦೩



ವಿಶ್ವವಿದ್ಯಾಲಯ
University
KALABURAGI - 585 103



A State Private University approved by Govt. of Karnataka vide Notification No. ED 144 URC 2016 dated 29-07-2017
Recognised by UGC under Section 2f vide No. F.8-29/2017 (CPP-I/PU), dated 20-12-2017 & AICTE, CoA, PCI New Delhi

Application for Issue of
OFFICIAL TRANSCRIPT (OT)

(on demand only – Through Dept. Chairperson)

Date:

01	Name of the Student (CAPITAL LETTERS)	
02	Father's / Mother's Name	
03	Programme & Branch	
04	USN	
05	Year of Admission	
06	Year of Completion	
07	Adhar No.	
08	ABC / NAD ID	
09	Phone Number	
10	Email ID	

*Affix your
passport size
colour photograph
attested by Dept.
Chairperson*

Academic Progress

Sem ester	Month & Year of Final Passing	Serial Number of Grade Cards (Fill all applicable)						SGPA
		1 st attempt	2 nd attempt	3 rd attempt	4 th attempt	5 th attempt	6 th attempt	
I								
II								
III								
IV								
V								
VI								
VII								
VIII								
IX								
X								
Credits Registered:				Credits Earned:				CGPA:

Details of fees paid:

Amount (Rs.)	Receipt No. & Date

The information furnished in this application is true to the best of my knowledge. I have no backlog courses at the time of applying for Transcripts.

Date:**Verification Note****Signature of the student**

The student has **No Dues** to the department. All the documents have been **verified & found correct**.
Certified that the candidate has applied for the OT for the FIRST / SECOND / THIRD time.

SEAL

Signature of the Coordinator with date

Signature of Chairperson with date

(Name: _____)

(Name: _____)

For office Use Only

Date of Submission of OT application:	Date of Receipt of OT:
Name of the application Receiver: _____	OT Receiver Name: _____ (Coordinator / Chairperson)
Signature	Signature
Official Transcript (OT) Number:	

All documents have been verified & found correct	All documents have been verified & found correct	Registrar (Evaluation)
Prepared by _____	Verified by _____	
Signature with date	Signature with date	

Note:

1. Official Transcript (OT) contains final marks of all semesters passed at the time of applying for transcripts, provided there are no backlogs.
2. Candidate may apply for OT after 15 days from the date of receipt of all original degree grade cards.
3. Minimum time to issue OT is six working days from the date of submission of application.
4. Incomplete application would be rejected & **submission of false information would attract penalty.**
5. Department has to preserve the photocopy of the OT issued & application.
6. **This application form has to be printed back-to-back only.**
7. **Fees once paid can't be refunded / adjusted.** Please check you are eligible to apply for Transcripts before submitting application.

Enclosures (attested copy):

1. All semester grade cards (pass & fail)
2. Adhar card
3. ABC ID proof
4. Fees paid receipt