

**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 <sup>st</sup> attempt	2 <sup>nd</sup> attempt	3 <sup>rd</sup> attempt	4 <sup>th</sup> attempt	5 <sup>th</sup> attempt	6 <sup>th</sup> attempt	
I								
II								
III								
IV								
V								
VI								
VII								
VIII								
IX								
X								
Credits Registered:				Credits Earned:				CGPA:

**Details of fees paid:**

Amount ( ₹ )	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:**

Name of the application Receiver:

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Signature

**Date of Receipt of OT:**OT Receiver Name: \_\_\_\_\_  
(Coordinator / Chairperson)

Signature

**Official Transcript (OT) Number:**

All documents have been <b>verified &amp; found correct</b>	All documents have been <b>verified &amp; found correct</b>	
<b>Prepared by</b> _____	<b>Verified by</b> _____	
Signature with date	Signature with date	Registrar (Evaluation)

**Note:**

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

**Enclosures (attested copy):**

- All semester grade cards (pass & fail)
- Adhar card
- ABC ID proof
- Fees paid receipt