



PONDICHERRY UNIVERSITY
PONDICHERRY 605 014

APPLICATION FOR ISSUE OF OFFICIAL TRANSCRIPTS

1. Name of the candidate (*in capital*) :
2. Register Number (*as per the University records*):
3. Date of Birth :
4. Examination/Course Passed :
5. College/Department in which studied :
6. Period of Study (academic year) : FromTo.....
7. Reason for which transcripts required :
8. Number and Name of the Original Certificates enclosed :1.
:2.
3.
4.
9. Number of copies required (in words) :
10. Permanent Address :
11. Amount paid with details of DD/Challan No. and Date : Rs.....
No.....dated.....
12. 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

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

Registration : Rs.200/-

Each copy : Rs.25/-

The fee should be remitted in the Indian Bank, Pondicherry University Branch, Pondicherry 605 014, in the Account No.201 (pink color challan) or Demand Draft drawn in favour of the Finance Office, Pondicherry University, payable at Pondicherry.

For Office use only

Verified with the originals and found to be in order.

Section Officer/Dy. Registrar

All the original certificate enclosed (as per Sl.No.8) received by the candidate.

Signature of the Candidate