

UNIVERSITY OF DELHI
Examination Branch – III(ii)

Application Form for Issue of Official Transcript of Marks/Degree

Note: PLEASE READ INSTRUCTIONS GIVEN OVERLEAF CAREFULLY BEFORE YOU APPLY

- 1 Name of Candidate (In Block Letters) Mr/Ms _____
- 2 Father's Name _____
- 3 College/Institutions/Faculty attended by the candidate _____
(Course for which transcript is required)
- 4 University Enrolment No _____
- 5 Particulars of Examinations Appeared/Passed. (Please attach copies of all the marksheets)

Examination	Year of Passing	Annual/Supplementary	Roll No.	Result	Marks Obtained	Division

- 6 Subjects offered (Mention Paper No. & Title of the Paper's in the case of Transcript & Nomenclature)
Please attach an additional sheet, if required.

Paper No.	Title of the Paper

- 7 Local Residence Address _____

- 8 No. of additional copies for Transcript/Nomenclature required _____
- 9 Have you applied for transcript earlier, if so, please mentioned the No. & Date

- 10 Telephone (Mobile):

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 Residence:

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Date _____ **Signature of the Applicant** _____

For Office Use

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

Sl No	Year	Roll No.	Examination Passed	Marks Obtained	Result	Division	Particulars

D.A.

S.O.

P.T.O.

INSTRUCTIONS

- 1 All Public dealings are made from 9:30 am to 3:00 pm (Excluding Lunch Hour)
- 2 The Particulars of the student given in the form should correspond with those appearing in the certificate issued to him/her from time to time. The application form must be signed by student and in no case by someone else on his/her behalf.
- 3 Photocopies of all the marksheets of the Examinations taken by the candidate and a copy of the syllabus (in the case of Transcript/Nomenclature) be enclosed with the application form.
- 4 The required transcript will be issued after a period of ten working days (two weeks or so) excluding Saturday/Sunday and other Gazetted holiday from the date of submission of application with prescribed fee.
- 5 The delivery of the Certificate will be made in person to the Candidate or to his nominee, authorized in writing, at the University Office during working hours.
- 6 If required by post, the should enclose a self-addressed envelope with requisite postal charges.
- 7 Prescribed fee is as follows : -
Transcript

	If Applied from within India	If applied from abroad
upto 6 years	Rs 1000/-	US\$ 100*
more than 6 years	Rs 1500/-	US\$ 150*
Additional copies (At the time of application only)	Rs 100/- each	(*including postal charges)

Other Certificate i.e. Nomenclature/Verification etc.

	If Applied from within India	If applied from abroad
upto 6 years	Rs 500/-	US\$ 50
more than 6 years	Rs 1000/-	US\$ 100

- 8 Please note that the additional copy charges are applicable only in case the copies are requested at the time of original Transcript and not at a later stage.
- 9 The number of year will be calculated from the last examination passed.
- 10 Send to Section Officer Examination Branch III (ii), Room 103, New Examination Building, University Enclave, University of Delhi, Delhi 110007.
- 10 A If the student passed out from any college under South Campus, he/she has to apply for official transcript to the Section Officer, Examination Branch III, South Delhi Campus, University of Delhi, Benito Juarez, New Delhi 110021 behind ARSD College Building, Dhaula Kuan, New Delhi.

Received documents.

Signature of the applicant
Please write full name with date
Add residential address below