



PONDICHERRY UNIVERSITY
PONDICHERRY 605 014

APPLICATION FOR ISSUE OF OFFICIAL TRANSCRIPTS

1. Name of the candidate (*in capital*) :
2. Enrolment 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. Name of the Xerox Certificates enclosed :
 - 1.
 - 2.
 - 3.
 - 4.
9. Number of copies required (in words) :
10. Number of set :
11. Contact No :
12. Email- id :
13. Amount paid with details of DD/Challan No.and Date : Rs.....
No.....dated.....
14. Address to which the transcripts are to be submitted:
(if the column is not sufficient a separate address list may be enclosed)

<i>Sl. No.</i>	<i>Name and Address</i>	<i>Sl.No.</i>	<i>Name and Address</i>
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. Duly addressed envelope should be enclosed for affixing Registrar's signature on the cover, after sealing.
3. 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 Old Account No.211 (White 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/ Assistant Registrar

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

Signature of the Candidate