



**APPLICATION FOR ADDITIONAL GRADE SHEETS / TRANSCRIPTS**

**Instructions:**

- (i) Application shall be forwarded by the Dean / HoD of the respective department specifying the reason / purpose for additional Grade Sheets / Transcripts.
- (ii) Grade Sheets / Additional Grade Sheets / Transcripts are issued year-wise
- (iii) Purpose of Additional Grade Sheet / Transcript has to be enclosed with the application form (advertisement of the University to which the candidate is applying must be attached)
- (iv) Fees of Rs.100/- (per year per each Grade Sheet) / Fees of Rs. 400/- (per Transcript). **Accordingly the amount will be paid and the Transaction Slip is to be attached with the form.**

**Note:** Attested copies of Grade Sheet (s) and Degree Certificate is to be attached with the form forwarded by the Dean / HoD.

**(THE TESTIMONIAL WILL BE ISSUED AFTER 15 WORKING DAYS ON RECEIPT OF THIS FORM)**

- A. **Name of the Student** :
- B. **Registration Number** :
- C. **Roll Number** :
- D. **Programme - Branch** :
- E. **Mobile** :
- F. **Email id.** :
- G. **No. of Additional Grade** :  
**Sheets Required**

**Transcripts required: Tick (✓) the Appropriate Box**

<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>	<b>4th Year</b>

**H. Online Payment Details**

- (a) **Amount: Rs. .... (Rupees \_\_\_\_\_ )**
- (b) **Transaction ID/Receipt No.:**
- (c) **Date of payment** :
- (d) **Transaction receipt attached: YES / No**

**Date :**

**Signature of Student**

**Signature of HOD / Dean**

**Signature of the Registrar  
(with Seal)**