

# APPLICATION FORM, FOR ISSUE OF DETAILED TRANSCRIPT SET, FROM UNIVERSITY OF ALLAHABAD.

(Please read the instructions carefully before filling up the form, all fields of the form are mandatory.)

(The form is to be filled in Students own hand writing, in **BLOCK LETTERS** only).

1. Name of the Student : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Contact Address of the Student : \_\_\_\_\_  
\_\_\_\_\_

Paste Recent  
Photograph of  
the Student

(Signature of the Student)

Mob. No. \_\_\_\_\_/Email id \_\_\_\_\_

4. Enrollment No. of the Student : \_\_\_\_\_

5. Roll No of the Student(Final Year/Semester) : \_\_\_\_\_ (Enclose Photo-Copy of Mark-sheets of all Years/Semesters)

6. Transcript(s) set Required (Nos./Course) : \_\_\_\_\_ (Nos.) \_\_\_\_\_ (mention name of the Course/s)

7. Purpose of Transcript (read Note (c) below) : \_\_\_\_\_  
\_\_\_\_\_

8. Amount of Fee Deposited. for Transcript/s : \_\_\_\_\_ ( in Rs) \_\_\_\_\_ ( in words)

9. Fee Receipt No. / Demand Draft No. : \_\_\_\_\_ (Enclose Original receipt/Demand Draft).

## Important Instruction:

- Application Fee for issue of Transcript is Rs. 500/-per set (Rupees Five Hundred, per set (a set contains, 5 copies).The fee is to be deposited in the University Accounts Section. In case of Demand Draft, please draw in favour of "Controller of Examination, University of Allahabad" and Payable at a Bank at Allahabad. **The above fee does not include Postage charges.**
- Student is required to submit to this office, Valid Photo-Identity & address Proof (Aadhar Card, Driving License, Identity Cards Issued by Central/State Government or bodies under the respective Ministries of Central/State Government of India,etc., with photocopy of Passport, in case of application is made from outside of India), for collecting the Transcripts.
- Please enclose supporting document (copy of letter of University for which Transcript is sought). The Student is advised to mention the name, address, website, contact email.id/mobile/phone no. of the University where he/she wants to apply)
- The Transcript shall be issued within 7 (Seven) Working Days, from the date of submission of Application form complete in all respect and shall be handed over in Sealed Envelopes to the Student.
- All documents/Marks Sheets submitted by the Student, with this form are to be **Self-Attested** with name/Mobile No.

**Declaration by the Student:** I hereby declare that, I have read the instructions carefully and all information filled in this Application Form is true to the best of my knowledge and belief. I have attached all required documents (Self Attested) with this application form.

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Application: \_\_\_\_\_

( \_\_\_\_\_ )

Signature of the Student

( \_\_\_\_\_ )

Name of the Student

**Forwarded by:**

Principal/Coordinator/Head of the Department/Director/Dean of Faculty

Signature, Seal (with Name) and Date

The completely filled up Application Form; with all documents/Mark sheets may be sent/submitted to, the Office of, The Controller of Examination, University of Allahabad, Allahabad-211002, U.P., INDIA.