

RAIGANJ UNIVERSITY



Application Form for Academic Transcript

(fill up the form in BLOCK letter)

1. Name of the Candidate :
2. Father's/ Guardian's Name :
3. Address :

Vill.:

Station:

PIN Code:

Country:

City:

District:

State:

Mobile/ Phone No.:

4. Date of Admission in the University:
5. Gender :
6. Date of Birth (As printed on your 10th standard Admit Card):
7. E-mail :
8. Registration Number & Session :
9. Name of the Department:

10. Furnish the Address of University, Email, contact No. website where the certificate(s) is/are to be sent

Sl. No.	Name of the University	Address	Email, Contact No., Fax No.
1			
2			
3			
4			
5			

... of Examination(s) passed appeared at under this University (Enclose photo copies of all successful and unsuccessful Mark Sheets in chronological order along with the other relevant documents. Separate sheets may be attached in case of more examinations.)

Name of the Examination (as printed on Mark Sheet)	Subjects/ Courses	Year of Passing	Roll & Number	Result (as per Mark sheet)		
				Full Marks/ Total Credit Points	Total Marks/ CGPA/ SGPA obtained	Result/ Grade/ Credit obtained

12. Number of total copies of certificate wanted:

Copy(s)	Rate	Postal Charge	Total Amount	Amount in words

13. Particulars of Payment:

Challan No./ Draft No.	Issuing Office/Bank	Amount	Dated

Signature of the Head of the Institution/
Respective Department with seal

Full signature of the applicant with date

Enclosure:

- i. Photocopy of all mark sheets including failed mark sheets arranged in chronological order.
- ii. Photocopy of Diploma and Registration Certificates.
- iii. Challan Copy/ Bank Draft.
- iv. Letter of authorization if a messenger is to get the Transcript on behalf of the applicant.