



Guru Nanak University

Baba Peer Chowdhary ji Rd, Greater Kailash, Kapurthala, Punjab 144602

Application Form for Student (TRANSCRIPT)

For Office Use Only

- (1.) Request No.....
- (2.) Date.....
- (3.) Received by.....

To,
The Registrar,
Guru Nanak University
Kapurthala, Punjab 144602

Respected Sir/Madam,

I request you to kindly issue me the TRANSCRIPT for PR purpose and Higher Education in India/Abroad or for (any other reason). The all particulars of the examination passed by me are given below. Please issue me the TRANSCRIPT as followed

a. Single-page official transcript/single document **Yes/No**

b. Only attestation of documents (DMCs, Degree) for issuance of transcript **Yes/No**

1. Name in full English block letters.....
(As written in 10th DMC)
2. Father's Name.....
3. Mother's Name.....
4. University Roll No..... Regd. No.....
5. Name of Institute
6. Name of Department
7. Name of Programme
8. Self-Attested Copy (Copies) of original mark sheet/Detailed Marks Certificate (DMCs) and/or Gazette (if DMCs not received, then gazette must be enclosed with the application in support). **Certified that I have attached all required/desired documents with this application and also deposited the applicable fee.**
9. Year in which passed.....
10. Fees Paid: Rs..... Bank Draft/Receipt No. Date of payment:

Fee mentioned at S. No. 10 is checked/ verified by Fee Clerk/accountant/dealing official (Sign with Date)

Address of the applicant

Yours faithfully

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.....

(Signature of candidate)

Contact No: -.....

Email ID:-.....

Note:-

1. The candidate should fill up this form correctly in his/her own handwriting and it should be legible.
2. Fee applicable for Single-page official transcript/single document: Rs. 3000/- + postal charges applicable +18% GST
3. Fee applicable for Only attestation of documents (DMCs, Degree) for issuance of transcript: Rs. 50/- per document.
4. Fee once paid shall be non-refundable.

FOR OFFICE USE: Record of Office of Registrar

Action Taken by O/o Registrar according to the type of TRANSCRIPT required by applicant

a. Single-page official transcript/single document Yes/No	b. Only attestation of documents (DMCs, Degree) Yes/No
Application sent to CoE for further issuance of Transcript Yes/No	Application kept by O/o Registrar for issuance of Transcript Yes/No
Ref. No. Date of application sent to CoE	Ref. No. Date of issuance of Transcript by Registrar

Signature of dealing official with date
(O/o Registrar)