



Serial No.:

APPLICATION FOR TRANSCRIPT CERTIFICATE

1	Name of the Student	
2	Register Number	
3	Degree	
4	Branch	
5	Year of Admission	
6	Month and Year of last appearance	
7	Class obtained & CGPA	
8	Whether attested copies of all the grade sheets attached	
9	Number of Transcripts required	
10	Total fees paid Challan No / DD No & date (Attach receipt or D.D)	

Signature of the Candidate

Date : / / 20

Phone No. / MobileNo.:.....

Address for Communication:

Received the Certificate :

FOR OFFICE USE ONLY

Issued the Certificate on

Assistant Registrar/Section Officer

**Please see overleaf for Instructions*

Documents Required:

1. Application Form
2. Attested Xerox copies of all semesters Grade sheets and Degree Certificate of BSA University.
3. Fees Receipt

Fees Details:

1. For the first Copy:- Rs. 500/- and Rs.250/- for every additional Copy
2. Students may pay the fees at the Indian Overseas Bank situated inside the University campus or through Demand Draft in favour of “The Registrar, B S Abdur Rahman University.

Guide lines:

1. Online Application may be downloaded.
2. The Students who wants to send their Transcript outside India by air mail, have to pay International Postal charges in Indian Currency which is given in “www.indiapost.gov.in” by Demand Draft
3. Submit your application at the Student Section only which is located at Office of the Controller of Examinations BS Abdur Rahman University (or) if applying through post send the documents to:

The Controller of Examinations,
BS Abdur Rahman University,
GST Road,
Vandalur,
Chennai,
Tamilnadu, India.
Pincode: 600 048.

*Incomplete form will not be accepted.