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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	Number of Transcripts required	
9	Total Fee Paid Challan No / DD No & Date (Attach receipt or D.D)	

Date:

Signature of the Student

Mobile. No:

Address for Communication:

Received the Certificate:

FOR OFFICE USE ONLY

Issued the Certificate on

Assistant Registrar/Section Officer

STUDENT COPY

NAME OF THE STUDENT :

Serial No:.....

NO.OF TRANSCRIPT APPLIED :

TOTAL FEES PAID :

DATE OF SUBMISSION OF APPLICATION:

**Please see overleaf for Instructions*

Documents Required:

1. Application Form
2. 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 campus or through Demand Draft in favour of "**Registrar BSAU Exam Fees**".

Guide lines:

Submit your application at the Student Section only which is located at Office of the Controller of Examinations, BS Abdur Rahman Crescent Institute of Science and Technology (or) if applying through post, send the documents to:

*The Controller of Examinations,
BS Abdur Rahman Crescent Institute of Science and Technology,
GST Road,
Vandalur,
Chennai,
Tamilnadu, India.
Pincode: 600 048.*

***Incomplete form will not be accepted.**