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**UNIVERSITY OF DELHI**  
Examination Branch – III (ii)

**Application Form for Issue of Official Transcript of Marks/Degree**

Note: PLEASE READ INSTRUCTIONS GIVEN OVERLEAF CAREFULLY BEFORE YOU APPLY.

1. Name of Candidate (In Block Letters) Mr./Ms.: \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. College/Institutions/Faculty attended by the candidate \_\_\_\_\_  
(Course for which transcript is required)
4. University Enrolment No. : \_\_\_\_\_
5. Particulars of Examinations Appeared/Passed. (Please attach copies of all the marksheets)

Examination	Year of Passing	Annual/Supplementary	Roll No.	Result	Marks Obtained	Division

6. Subjects offered (Mention Paper No. & Title of the Paper's in the case of Transcript & Nomenclature) Please attach an additional sheet, if required.

Paper No.	Title of the Paper

7. Local Residence Address: \_\_\_\_\_  
\_\_\_\_\_
8. No. of additional copies of Transcript/Nomenclature required. \_\_\_\_\_
9. Have you applied for transcript earlier, if so, please mentioned the No. & Date  
\_\_\_\_\_
10. Telephone (Mobile):           Residence:

Date

Signature of the applicant

For Office Use

The particulars regarding the above examination mentioned by the student have been verified from the record and found correct.

Sl. No.	Year	Roll No.	Examination Passed	Marks Obtained	Result	Division	Particulars

D. A.

S. O.

P.T.O.

## INSTRUCTIONS

1. All Public dealings are made from 9:30 A.M. to 3:00 P.M. (Excluding Lunch hour)
2. The Particulars of the student given in the form should correspond with those appearing in the certificate issued to him/her from time to time. The application form must be signed by student and in no case by someone else on his/her behalf.
3. Photocopies of all the mark sheets of the Examinations taken by the candidate and a copy of the syllabus (in the case of Transcript/Nomenclature) be enclosed with the application form.
4. The required transcript will be issued after a period of ten working days (two weeks or so) excluding Saturday/Sunday and other Gazetted holiday from the date of submission of application with prescribed fee.
5. The delivery of the Certificate will be made in person to the Candidate or to his nominee, authorized in writing, at the University Office during working hours.
6. If required by post, the student should enclose a self-addressed envelope with requisite postal charges.

7. Prescribed fee is as follows:-

Transcript

	If Applied from within India	If applied from abroad
upto 6 years	Rs. 1000/-	US\$ 100*
more than 6 years	Rs. 1500/-	US\$ 150*
Additional copies (At the time of application only)	Rs. 100/- each	US\$ 10* each (*including postal charges)

Other Certificate i.e. Nomenclature/Verification etc.

	If Applied from within India	If applied from abroad
upto 6 years	Rs. 500/-	US\$ 50
more than 6 years	Rs. 1000/-	US\$ 100

8. Please note that the additional copy charges are applicable only in case the copies are requested at the time of original Transcript and not at a later stage.
9. The number of year will be calculated from the last examination passed.
10. If the student passed out from any college under South Delhi Campus, he/she has to apply for official transcript to the Section Officer, Examination Branch – III, South Delhi Campus, University of Delhi, Benito Juarez Road, New Delhi – 110 021 behind A. R. S. D. College Building, Dhaula Kuan, New Delhi.

Received documents.

Signature of the applicant

Please write full name with date  
And residential address below