

JADAVPUR UNIVERSITY

APPLICATION FOR ACADEMIC TRANSCRIPT

FOR OFFICE USE ONLY

Received Rs.....

Receipt No..... Date.....

Cashier

To

**The Controller of Examinations,
Jadavpur University, Kolkata-32**

Sir,

I beg to apply for five copies of Academic Transcript. Herein below, I give the particulars of my academic career.

Yours respectfully,

Residential Address :

Signature in full

Date

Details to be filled in by the applicant. Results of all examinations appeared by the applicant are to be arranged chronologically in the following table.

(i) Examination	(ii) Year of passing	(iii) Examination Roll	(iv) Corresponding Class Roll

- (a) The applicants are specially instructed to fill in the data correctly.
- (b) Five copies of Academic Transcript will be issued to those who have properly filled in the form/or/and have submitted marksheets of all previous examinations, relevant to such transcript.
- (c) Rs. 1500/- for five copies of Transcripts to be deposited to the cash section.
- (d) Transcript will be issued on production of the money receipt & identity.