



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

APPLICATION FOR ISSUE OF TRANSCRIPTS

To
The Controller of Examinations,
Presidency University

For office use
Date:
Requisition No:
Payment Verified: Yes / No

Sir,
Please issue me the official Transcript(s), for the following purpose (Tick):

- Higher Education Competitive Examinations Placement
(ATTACH PROOF)

My particulars are:

UID / Roll No.: _____ **Name:** _____

Mobile No.: _____ **E-Mail:** _____

No of Transcript Sets: _____ Total amount: _____

Transcript	Rs 1,000/-
Additional Transcript	Rs. 250/- per set

I have paid the above amount through:

- Cash receipt No. _____ Dated: _____
 e- Payment (Give details) _____ Dated: _____

I need the transcript(s) in sealed envelope(s) and for this I have enclosed _____ (no.) **University Addresses/addressed envelopes** (with ID No. in top left-hand corner)

<input type="checkbox"/> I will collect the document(s) personally
<input type="checkbox"/> Please send through Speed Post the document(s) with acknowledgment due* (Full Address with Pin Code) * Attached Self-addressed Stamped Envelop

I am currently working /studying in _____

(Name and address of the organization)

And my address is _____

Date: _____ _____
Applicant's Signature

Note: No request for sealing/forwarding etc. will be entertained once the Transcripts are issued

For Office Use

Dues Status _____ Accounts, PU
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Visa Status (If foreign student) _____ Dy. Registrar, PU
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Approved / Not approved Controller of Examinations, PU

(Details of dispatch) Dispatched by: _____ Dispatched on: _____ Signature : _____	Received by (Name): _____ Signature with date: _____
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RULES FOR ISSUE OF TRANSCRIPTS

1. Application in the prescribed form shall be submitted to the Controller of Examinations with your details like name, UID/Roll No., Mobile, Address of communication and the number of transcripts required.
2. The requisite fees shall be paid:
 - (a) By e-Payment gateway link available on University website <https://presidencyuniversity.in/>. The receipt copy of the e-payment must bear the Name & UID No. of the student and attach the same with the application.
 - (b) By Cash (to the Cashier, Presidency University)

Do not send any cash with your application.

3. The applicant should have identified the Universities for which he/she wants to apply. If he/she wants transcripts to be put inside cover, sealed and signed, the names and address of such University shall be written in the form. The applicant send the stamped envelopes with the addresses at which the transcript needs to be dispatched.
4. Do not authorize another person to apply and/or collect copies of your Transcript(s). Academic documents are confidential documents and should not go in wrong hands. It is in your own interest to preserve and prevent your academic document from their possible misuse.
5. The requests received are processed on 'First Come First Served' basis. No priority treatment is possible or given to a request made in person. Students can send the request by post, speed post or courier. They are not required to come to University to make a request for Transcript(s).
6. The processing time for the issue of Transcripts shall be a minimum of Two (2) Weeks from the date of application. Transcript requests are normally processed within 7 working days, depending on the queue, after the request is received, verified and found in order. This process may take longer during peaks, which is normally at the beginning and end of each semester and process time depends upon queue of requests.

The fees for Transcript(s)

1	Transcripts	Rs 1,000/-
2	Additional Transcript copy	Rs. 250/- per set

If request is to send by the Post / Courier - Full address of the University MUST be supplied for forwarding letter of sealed transcripts.

If the candidate opts for collecting the Transcripts by post, he / she should submit self-addressed stamped envelope send through Speed Post with acknowledgment due.

Presidency University will not be responsible for postal delay or missing of documents by the Courier Services/ Post Office.

MAILING ADDRESS *Request along with correct payments should be sent to:*

THE CONTROLLER OF EXAMINATIONS
PRESIDENCY UNIVERSITY
Ittagalpura, Rajanakunte, Yelahanka, Bengaluru, INDIA – 560 064
e-mail: coe@presidencyuniversity.in
Phone: +91 80 23093506