



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
Bengaluru.

For Office use:

Request received on:

Requisition Number:

Sir,

Kindly issue me the official Transcript(s) for the following purpose (☑ Tick):

☐ Higher Education

☐ Competitive Examinations

☐ Placement

(ATTACH PROOF)

My particulars are:

Roll No.: _____ Name: _____

Mobile No.: _____ E-mail: _____

No of Transcript Sets: _____ Total amount: _____

Transcript (Fresh)	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: _____

<input type="checkbox"/>	I will collect the document(s) personally	
<input type="checkbox"/>	Please send Transcript by Post (within India only)	NOTE: Cloth lined Envelope with Full Address & Stamp should be submitted along with this application

Date: _____

Applicant's Signature

For Office use:

Due status,	Visa status (For NRI students),	Expected date of delivery,
Accounts office, PU	Registrar office, PU	COE office, PU

Details of dispatch/delivery:

Dispatched on:		Received on :	
Dispatched by:		Received by:	
Signature		Signature	

PTO for instructions

Instructions to be followed by the students requesting transcripts

1. Application in the prescribed form shall be submitted to the Controller of Examinations with your details like name, UID/Roll No., Mobile No., Email, 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. If the applicant wants to share the hard copy of the transcripts to any other University to peruse higher studies, the same shall be submitted to the COE office inside a A3 cloth lined green cover along with the address of the university (for higher studies) mentioned on the cover.
4. Only on extra-ordinary conditions, authorize a person to apply and/or collect copies of your Transcript(s). The authorized person shall carry relevant identity proofs as well submit a copy of the same at the COE office for records.
5. Students can also send the request for transcripts by post or courier with relevant documents.
6. The requests for transcripts received are processed based on the application received date. No special requests for issuing transcripts immediately, will be entertained. The processing time for the issue of Transcripts shall be a maximum of 02 weeks, from the date of application. Processing time varies depending on the number of requests received by the COE office. Students are informed to raise request well in advance to avoid any delay.

The fees for Transcript(s)

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

NOTE: Any update or change in the content of transcript will be treated as a fresh request.

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

Transcript request to be raised along with necessary documents to:

Office of the Controller of Examinations

Presidency University

Ittagalpur, Rajanakunte, Yelahanka, Bengaluru, INDIA – 560 064

e-mail: coeoffice@presidencyuniversity.in; examsupport@presidencyuniversity.in

Phone: +91 80 23093506