

HANSRAJ COLLEGE
University of Delhi
Mahatma Hansraj Marg, Delhi - 110007

Application Form for Issue of Official Transcript

1. Name of Candidate (In Block Letter).....
2. Father's Name
3. Name of Examination Passed.....
4. Year of Passing the Examination.....Roll NoResult.....
5. College Roll No.....Enrolment No.....
6. Address.....
7. Have you applied for transcript earlier, If so please Mention No. &date of issue.....
8. Local Telephone: Office.....Residence.....

Write (in block Letter) the name/s with full address of the University for which official transcripts are to be addressed.

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Dated: _____

Signature of the Applicant

(For Office Use Only)

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

S.No	Years	Roll No.	Exam Passed	Marks Obtained	Result	Div.

Dealing Asstt.

Section Officer (Admn.)

INTRUCTIONS FOR FILLING UP THE TRANSCRIPT APLICATION FORM

1. No transcript will be issued to any applicant until/unless the student encloses a copy of the letter of the university for which transcript is sought. The candidate is also requested to mention the name of the university with full address/es, where he/she wants to apply. No transcript will be issued without any address of the University.
2. Write your Name Roll no, Name of the Examination, Year in which Passed, Subject etc. correctly and legibly
3. The required transcript will be issued after a period of fifteen working days (Two weeks or so) excluding Saturday/Sunday and other Gazetted holidays from the date of submission of application in prescribed proforma.
4. One photocopy of the mark sheet of the each examination and provisional/Degree Certificate should be enclosed with the application form for which transcript is required.

Fee

1. Amount of Rs. 200/- to be paid per transcript if applied within first 5years of last examination and Rs. 400/- per transcript for more than five years to be paid to College Cashier.

**Date of Posting the
Received Sealed Envelope Transcript**

Signature of Applicant with Address

Signature and name of the Official