



OFFICE OF THE CONTROLLER OF EXAMINATIONS
 JADAVPUR UNIVERSITY
 KOLKATA – 700 032, INDIA
 Website : www.jaduniv.edu.in
 Phone : +91 33 2457 2286 / 2540

Form No.: JDBI/STUDENT/9

APPLICATION FOR ACADEMIC TRANSCRIPT

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Please accept ₹ for	
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Date : _____	_____
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The Controller of Examinations
 Jadavpur University, Kolkata – 700 032

Dear Sir,

I beg to apply for five / ten / fifteen / (please tick or specify the number) copies of Academic Transcript. Required documents as per instruction are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of my application of Academic Transcript without refund of requisite fees. Herein below, I am giving the particulars of my academic record relevant to such Transcript.

Details of academic record of each examination in chronological order :

Sl. No.	Name of the Examination (e.g. B.A. in English 1 st Year 1 st Sem.)	Session / Year of Examination	Examination Roll No.	Remarks (Eg. P / X / BPX)
01.				

Yours respectfully,

Date : _____

Name of the Applicant (in CAPITAL LETTERS) : _____

Registration No. (with its session) : _____

Contact No. (preferably a Mobile No.) : _____

Address for Communication : _____

E-mail Address : _____

Signature (as in signature proof)

- N.B. 1. Applicants are specially instructed to follow the general instructions (available in our website) regarding requisite fees (**@ ₹1500/- per set**), documents to be enclosed, delivery, etc. pertinent to Academic Transcript before filling the form for the same.
2. Use separate application form of Academic Transcript for each Course of Study.