

UNIVERSITY OF CALCUTTA

Instructions for submitting application for "Academic Transcripts" www.caluniv.ac.in

Phone: 22410071/22410072/22410073/22410074/22410073/, Ext - 251 The general guide lines for filling in the application form.

- 1. Please furnish the name (IN BLOCK LETTERS) as printed on your registration certificate issued by the University of Calcutta.
- 2. Guardian's Name: Please furnish the name of the guardian as printed on your 10th Standard Admit Card.
- 3. Address: Please furnish the detailed address (in BLOCK LETTERS) stating the Pin code, State, Country, etc to which the communication may be sent.
- 4. Date of first admission in a College under this University has to be mentioned.
- 6. Date of Birth: Please furnish the date of birth as printed on your 10th standard Admit card.
- 7. Phone No:- With STD Code in case of a place outside West Bengal and Country code in case of a country outside of India.
- 8. Registration No:-As printed on your registration certificate issued by the University of Calcutta.
- 9. Please furnish the address of University, Email, Fax no, website where the certificate(s) is /are to be sent (attach Separate sheets if required)
- 10. Details of examination(s) passed and or appeared at, under this University [photo copies (must) marksheets of all examination passed/appeared at must be enclosed] in chronological order. A separate sheet may be off all attached if required.
- 11. Furnish the No of copies of Academic Transcripts applied for and rate in rupees or dollar and the total amount in rupees or dollar being remitted to the cashier C.U.
- 12. Furnish the particulars of Bank details of the enclosed bank draft.

Application Form
(For Academic Transcript)

1. Name		
(Furnish the name in BLOCK		
letter, as written in your		
registration certificate of the		
University)		
2. Father's /Guardian's name		
(As printed/ recorded in		
your 10th standard Admit		
card)		
3. Address		
(Where the		
acknowledgment/other		
communication may be sent)		
4. Date & First admission to		
a College affiliated to this		
University		
5. Sex	6. Date of Birth	
	[dd.mm.yyyy]	
	(As printed recorded	
	on your 10 th standard	
	Admit card)	
7. Phone No.	8. E-mail	
(with STD & ISD code)		
8.Registration Number of		
this University with the		
session of Registration		
(AS printed in your		
registration certificate issued		
by C.U)		

9. Furnish the Address of University, Email, Fax No, website where the certificate(s) is/are to be sent(Include Separate Sheets if required)

Sl. No.	University	Address	Email, Phone No., Fax No
1.	-		
2			
2			
3			

10. Details of Examination(s) passed appeared at under this university [Enclose Photo copies of all Successful and unsuccessful Mark sheets in chronological order. Along with the other relevant documents. Separate sheets may be attached in case of more examinations.]

College/ University Department	Name of the Examination (As printed on Marksheet)	Year Of Passing	Roll & Nos	Resu	lts (as per M/S)	
-	,	o d		Full Marks/Total credit points	Total Marks obtained (as printed in mark sheet)	Result/Grade Credit obtained
	l	ı		l	1	ı

country.)			
a) Copy(s)	Rate		Total Amount(INR Rs- 200.00, USD (\$)-50.00)
X	USD (\$). INR (Rs).	=	
b) Amount (in wo	ords):	· • • • • • • • • • • • • • • • • • • •	
12. Particulars of 6	enclosed draft copy		
a. Draft No.		b.	Issuing Bank
c. Name of Bank			d. Amount e. Dated

Full signature of the applicant

11. No. of total copies of certificate wanted (@200 INR(R s). @ 50 USD (\$) per copy for candidates applying from foreign

Enclosure:

i)

Date:

- Bank Draft
- ii) Photo Copy of Registration Certificate.
- iii) Photo copy all marksheets including failed marksheets arranged in chronological order.
- iv) Letter of authorization if a messenger is to get the Transcript on behalf of the applicant.