

UNIVERSITY OF CALCUTTA



Application for "Academic Transcripts"

1. Name (In BLOCK letters, as written in your registration certificate of this University)			
2. Father's /Guardian's name (As printed in your 10 th standard Admit card)			
3. Residential Address			
4. Date of First admission to College affiliated to this University			
5. Gender		6. Date of Birth [dd.mm.yyyy] (As per 10 th standard Admit card)	
7. Phone No. (with STD & ISD code)		8. E-mail	
9.Registration Number of this University with the session			

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.			

10. Details of Examination(s) passed/appeared at under this university [Separate sheets may be attached in case of more examinations.]

College/University Department	Name of Examination	Year of Passing	Roll & No	Results (as per marksheet)		
				Full Marks / Total credit points	Total Marks obtained (as printed in mark sheet)	Result / Grade / Credit

11. No. of total copies of certificate wanted

No. of copies	@	Total
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b) Amount (in words):

Date:

Full signature of the applicant

UNIVERSITY OF CALCUTTA



Instructions for submitting application for "Academic Transcripts"

Phone: 22410071/22410072/22410073/22410074/22410073/, Ext - 481

FIRST STEP

1. Take a printout of the Application Form.
2. Fill in the Form and send the scanned copy to cutranscript@caluniv.ac.in with relevant enclosures.
3. **Mandatory requirements** and attachments to be sent with the Application Form:
 - a. Supporting Document of First Date of Admission (written on the Form), any one of the following :
 - i) Higher Secondary or Equivalent Mark sheet both sides (if date is mentioned and stamped by the college at the backside)
 - ii) First Year Fee Book of the College
 - iii) Transfer or Character Certificate if this date is mentioned
 - iv) Declaration in college letterhead
 - v) Attestation by the College Principal by the side of the date mentioned in the application form.
 - b. Registration Certificate of this University
 - c. All the mark sheets (both sides) and certificates received from this University including FAILED marksheet and Absent Mark sheet, if any.

Arrange all the documents **in chronological order** with proper scanning (**of originals, only pdf and properly cropped from end-to-end**) and send by email in a **single attachment**.

SECOND STEP

1. The Transcript Section will primarily check the papers and will revert through mail.
2. Payment may be done through SBI Collect, only if instructed.
3. After payment send the payment receipt with DUD No to this mail id.

***** PLEASE DO NOT PAY BEFORE GETTING THE CONFIRMATION MAIL FROM OUR SIDE *****

PAYMENT PROCESS : Google -> SBI Collect -> State -> Educational Institution -> Calcutta University -> Payment for Misc Fees -> Category (Transcript)

PROCESSING FEES

1. By Hand - ₹ 500/- per copy (Bachelor Degree and Master Degree and other educational qualification including)
2. By Post (including postal charges)
 - a. Within India- ₹ 750/- per copy (through Indian Post) (Bachelor Degree and Master Degree and other educational qualification including)
 - b. Outside India- \$50 USD to be paid in equivalent Indian Currency -per copy (Charges for e-mailing academic transcript as soft copy and also sending hard copy through Indian Post) (Bachelor Degree and Master Degree and other educational qualification including)