UNIVERSITY OF CALCUTTA
Instructions for submitting application for “Academic Transcripts”
www.caluniv.ac.in
Phone: 22410071/22410072/22410073/22410074/22410073/, Ext - 251

GENERAL INSTRUCTIONS

1. Fees to be paid for each copy of transcript @ INR Rs.200 (Two hundred only) + INR Rs. 40/- (Rupees forty only) Postal charges per copy [i.e. INR Rs. @240 (Rupees two hundred and forty only per copy) when the TRANSCRIPT would be sent with in he India only.]

2. Fees to be paid for each copy of transcript @50 USD (fifty U.S. Dollar) if the transcript would be sent to outside of the India

3. The name of the Organisation/University where the Transcript would be sent need to be clearly mentioned.

4. The complete applicant to be sent to ‘The Registrar, University of Calcutta, 87/1 College Street, Kolkata-700073, West Bengal, India’.

5. For any further clarification mail to rrgcu@gmail.com or rrg@caluniv.ac.in

GUIDE LINES INSTRUCTION OF FILLING 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 should be authenticated or confirmed by the College concerned. (In SL No. 4)

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) mark sheets 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.

13. The applicable fees to be remitted in favour of University of Calcutta. Payable at “KOLKATA”
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 10th standard Admit card)

7. **Phone No.**
(with STD & ISD code)

8. **E-mail**

8. **Registration Number of this University with the session of Registration (AS printed in your registration certificate issued by C.U)**

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

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<tr>
<th>Sl. No.</th>
<th>University</th>
<th>Address</th>
<th>Email, Phone No, Fax No</th>
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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.]

<table>
<thead>
<tr>
<th>College/ University Department</th>
<th>Name of the Examination (As printed on Mark sheet)</th>
<th>Year Of Passing</th>
<th>Roll &amp; No</th>
<th>Results (as per M/S)</th>
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<td>Full Marks/Total credit points</td>
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11. No. of total copies of certificate wanted (@200 INR(Rs). @ 50 USD ($) per copy for candidates applying from foreign country.)

a) Copy(s) Rate Postal Charges Total Amount (INR. Rs- 200.00, USD ($) -50.00)

X [ USD ($). ] + [ INR (Rs). ] =

(Postal charges @INR Rs. 40/- per copy when the TRANSCRIPT will be sent with in India only)

b) Amount (in words): ...............................................................

12. Particulars of enclosed draft copy

a. Draft No. 

b. Issuing Bank

c. Name of Bank

d. Amount

e. Dated

Date: _______________________________

Full signature of the applicant

Enclosure:

i) Bank Draft

ii) Photo Copy of Registration Certificate.

iii) Photo copy of all mark sheets including failed mark sheets arranged in chronological order.

iv) Letter of authorization if a messenger is to get the Transcript on behalf of the applicant.