



## UNIVERSITY OF CALCUTTA

### *Instructions for submitting application for "Academic Transcripts"*

[www.caluniv.ac.in](http://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](mailto:rrgcu@gmail.com) or [rrg@caluniv.ac.in](mailto: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 10<sup>th</sup> 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 10<sup>th</sup> 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 "REGISTRAR", University of Calcutta. Payable at "KOLKATA"**



# UNIVERSITY OF CALCUTTA

## Application Form

(For Academic Transcript)

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

<i>Sl. No.</i>	<i>University</i>	<i>Address</i>	<i>Email, Phone No. Fax No</i>
1.			
2.			
3.			

