



Application No:

**VINAYAKA MISSION'S RESEARCH FOUNDATION (DU), SALEM – 636 308**  
(Declared Under Section 3 of the UGC Act, 1956.)

**Application for Transcript**

For issue of each of the set of Transcript Rs. 1500/-

Details of Payment (D.D should be enclosed) (To be filled in by the candidate)  
Name and Place of the Bank

.....

Demand Draft No.

.....

Date of payment:

.....

Amount Rs.

.....

Candidates should read the instructions very carefully before filling in the columns. Any column left blank will cause delay in issuing of certificate.

1. Name as registered in the University records  
(In Block Letters) :

2. Sex :

3. Date of Birth :

4. Name of the course passed with Registration  
No :

5. Branch / Specialty studied :

6. Month & Year of passing the final Examination  
:

7. College in which last studied :

8. Address of the candidate  
(In Block Letters) : .....

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.....

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9. Number of sets of Transcripts required :

10. Transcript required for :

- Grade / Mark Statements ( All semesters/ years)  
 Consolidated Statement of Grades/Marks  
 Provisional Pass Certificate  
 Degree Certificate  
 Others if any (to be mentioned)

11. Whether attested Photo Copy of the above  
certificates have been produced : Yes / No

Date

Signature of the Candidate

FOR OFFICE USE ONLY  
For D.D. Endorsement

Date :  
Register No :  
Sl. No. :



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General Instruction to the Candidates:

1. Candidates should apply for the issue of Transcripts in prescribed Application form available at the University website.
2. The Candidate should submit the duly filled in application form in Person / by the Person authorized by the Candidate at the Office of the Controller of Examinations.
3. The Person who is submitting the application for Transcripts should come and collect the Transcripts. If not able to come and collect the Transcripts, an Authorized Person can collect the Transcript at the Office of the Controller of Examinations.
4. The Candidate should have identified the Universities/Institutions for which the Transcripts are required. The names and addresses of the Universities/Institutions should be written on the official envelope (stamped) for transcripts and to be submitted along with the application(Compulsory).
5. Candidates need to submit attested photo copy of the certificates for which the transcript is needed.
6. The fee for issue of Transcript is Rs. 1000/- (Rupees thousand only) and for outside India, Add Rs. 1500/- Extra for postage per set has to be paid in the form of Demand Draft drawn in favour of "VMRF(DU) Examination Account" payable at Salem.
7. Transcript shall be issued within 7 working days excluding the day of submission.
8. Fees once paid will not be refunded under any circumstances.