



Application for Transcript

For issue of each of the set of Transcript Within Rs. 2500/- and for abroad countries(including postage) Rs.6000

Details of online payment (To be filled in by the candidate)
Name and place of the bank

.....

Date of payment:

.....

Amount Rs.

.....

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

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

2. Sex : Male / Female

3. Date of Birth :

4. Name of the program
Passed with Register no :

5.Branch / specialty :
studied

6.Month & year of passing
the final Examination :

7. College in which :
last studied



**VINAYAKA MISSION'S
RESEARCH FOUNDATION**
(Deemed to be University under section 3 of the UGC Act 1956)

8. Address of the candidate:

(In Block Letters)

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9. Number of sets of transcripts
required :

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10. Transcripts 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



General Instructions:

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 name and address 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 per set is Rs. 2500/and for abroad countries (including postage) Rs. 6000 per set has to be paid in the form of DD/Net banking/ Challan to the account details mentioned below
Name of the account: VMRF(DU) Examination Account Account no 188702000000294
IFSC code : IOBA0001887
Branch : Ariyanoor, Salem.
7. Candidate used to submit the enough of envelop with address of the institution to Which you are applying for further studies/placement to same shall be dispatched by the university/directly to the address of the institution/company provided by the candidate.
8. Transcript shall be displayed to the addressed given by 404 within 7 working days excluding the day of submission.
9. Fee once paid will not be refunded under any circumstances.