

## APPLICATION FORM FOR UNIVERSITY TRANSCRIPT

Affix  
Attested  
Photograph  
here

**Important Note: -**

- (i) Read instructions overleaf carefully before filling this form.
- (ii) Fill up one form for any number of sets of Transcript
- (iii) No person is entitled to apply on behalf of another person or to receive transcript personally from the office.
- (iv) Photograph should be attested by the same officer who certifies the application form.

All the particulars given below should be filled in by the candidate in his/her own handwriting failing which the Application will summarily be rejected. The certificate overleaf must be filled in and signed by one of the authorized officers ( list given at the back). Please note that the office will not be held responsible for any delay in case the form is found incomplete in any manner, whatsoever.

1. Name of the applicant (Block letters) .....(as per Registration Card)
2. Father’s name (Block Letters) .....
3. Reg. No. .... (Please see very important note backside)
4. Purpose of Transcript (Further study/PR etc.) .....

5. Name of Examinations for which transcript is required (detail of final year only of each course.)

Sr. No.	Class	Month	Year	Roll No.	Sr. No.	Class	Month	Year	Roll No.
1.					6.				
2.					7.				
3.					8.				
4.					9.				
5.					10.				

6. No. of sets of transcript required .....  
(Please submit copies of DMCS/ Degree (clear and complete from top to bottom and sides) and multiple copies if more than one set of transcript are required )

7. Mode of Study (Regular/Private), if regular fill up the following:

Name of course(s)				
Name of College(s)				

8. Mode of Instructions (English/Hindi)\_\_\_\_\_ If English, please see instructions backside (point No. 6).

9. Email \_\_\_\_\_ Mobile No. \_\_\_\_\_

10. Fee remitted Rs. ....(also attach original receipt/generated copy in case of fees online)
- (a) University Receipt No., Book No. and Date .....
  - (b) No. and Date of Bank Draft .....
  - (c) Authorized Bank Scroll No. .... Date.....Amount.....
  - (d) Name of PNB Branch..... Distinctive No. of Br..... Dated.....Rs.....
  - (e) Detail of online fees.....

I solemnly declare that the particulars filled in by me are correct and in case any discrepancy is found therein, I shall be responsible for the consequences.

Dated .....

.....  
Signature of the Applicant  
*Important:* Candidate should sign here  
in the presence of the officer  
attested the certificate overleaf.

Address on which the Transcript is to be sent along with Mobile No. (to be filled in by the candidate)

For foreign country

For within India

Address .....

.....

.....

.....PIN.....

Address .....

.....

.....

.....PIN.....

## CERTIFICATE

I certify that the applicant Mr./Miss/Mrs. ....son/ daughter of Shri .....has signed the application overleaf in my presence & whose Photograph has also been attested by me is the same person who got through the examination under particulars mentioned overleaf.

.....  
Full Name of Attesting Officer

Signature .....  
Official Stamp .....

The certificate should be attested by any of the following officers :-

1. Gazetted Officer 2. Chairperson of the Deptt./ Principal of maintained/affiliated colleges 3. First Class Magistrate 4. An officer of the Kurukshetra University up to the rank of Superintendent (except the Superintends of exam branches) or any Authorized Officer of the University 5. Member of Court/Executive Council or Academic Council of the Kurukshetra University 6. Such other persons as may be authorized by the Academic Council for the purpose.

**Very Important Note in case of Correction in Regn. No., Name & Father's Name:-** Applicant is required to submit a copy of Registration Card duly attested or if Registration Card is not available, the particulars be got verified from the office of the Registration Branch on ground floor of Examination Wing-II as per the following certificate:

**Sub: Verification of Particulars**

Supdt. (Regn.) is requested to verify the particulars of the following candidate so as to issue Duplicate D.M.C/ Degree please:-

Registration Number	Name	Father's Name

Supdt. (CS)

CS-I,-II

Supdt.(Regn.)

### IMPORTANT INSTRUCTIONS for TRANSCRIPT

- The applicant/student can deposit the fee **through** following modes:-
  - Postal Orders/Bank Draft in favour of the Registrar, Kurukshetra University, Kurukshetra payable at Kurukshetra
  - Cash can be deposited in any CBS Branch of PNB in India or receipt of authorized Bank of the University bank on the campus (Oriental Bank of Commerce, KUK)
  - Online by visiting university website ([www.kuk.ac.in](http://www.kuk.ac.in)) & attach the receipt with the application form.
  - Debit/Credit cards in cash room (Admn. block) at Kurukshetra University, Kuruskshetra
- The applicants are advised to send the full amount of fees; otherwise the request will not be entertained. The candidates must fill in his/her name and address on the back of the Postal Order. Before sending the Postal Order, it must be ensured that-
  - The date stamp of Post office is clear and (b) it bears the signatures of the Postmaster.
- Candidates are required to submit the identity proof (self attested) while submitting the application form at the counter or by post.
- The requisite Transcript will be issued after due verification on the availability of the concerned record.
- Fee deposited for University certificate will be refunded only if the University is not in a position to issue the Transcript for non-availability of record.
- Transcript will be issued by Regd. Post and will not be issued by hand.
- Candidate will please ensure that copy of certificate should be on A4 Size sheet.
- If the language of course is bilingual i.e. Hindi and English, but the candidate claims that he/she has studied in English language, then please submit a certificate from the college/institution concerned certifying clearly that he/she has studied in English language( college will attach documentary proof to this effect).

#### FEE FOR TRANSCRIPT

- Transcription

Rs. 200/- (Per Document)

Fees for verification received from Government agencies other than Govt. of Haryana is Rs. 150/- (Per Document)

Note :- Postal charges to be paid extra @ of Rs. 200/- for abroad and more depending on the weight of envelope and Rs. 50/- within the country.