

## ***Procedure to apply Transcript: -***

1. Download Transcript Application Form from the link as under:

<https://kuk.ac.in/hpcontent.php?action=hpcontent&id=MTEz>

2. Attestation of Photo and certificate at the back of application form.

3. Attach clear photocopies of certificates including degree and also WES/IQAS/ICES form duly signed if any.

4. Fee is Rs. 500/- Per Document (except application form and ID Proof). WES/IQAS/ICES etc. form is also a document. Postal Charges Rs. 200/- for one set for foreign countries (Registered Post) and Rs. 50/- for one set within country.

5. Pay Fee online through the link as under:

[https://payonline.kuk.ac.in/index.php/home/fee\\_payment](https://payonline.kuk.ac.in/index.php/home/fee_payment)

*(Procedure of online Fee: Click on above link → Select Any other case except above (e.g. Migration, Re-evaluation, Duplicate DMC etc.) → Fill all mandatory field and select Transcript Fee from Fee Head dropdown box.)*

6. Read instructions carefully given on the Application Form.

*Send all scanned documents in one .pdf file on the official email ID:- [arcs@kuk.ac.in](mailto:arcs@kuk.ac.in)*

*Note: - No need to send hard copy to avoid doubling, if sent the application is liable to be rejected summarily.*

*❖ Please note that except application form and documents no other query will be entertained in the above email.*