

Procedure to apply Transcript: -

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

[https://111.118.177.111/userfiles/file/Form Transcripts Certificate.pdf](https://111.118.177.111/userfiles/file/Form%20Transcripts%20Certificate.pdf)

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

(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***

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.*
- ❖ *Candidate will be informed through message on mobile no. if any issue comes to the notice and after sending transcript to the concerned address.*
- ❖ *No query please be made before one week.*