

Procedure for Issue of Transcript/Special Certificate/Attestation/ Verification of Statement of Marks/Degree

S.no	Particular	Summary	
1	Application Form available at	-- www.du.ac.in -- Forms (right side, under the University Corner) --Degree / Transcript related form --Transcript/Special Certificate/Attestation/Verification of Statement of Marks/Degree	
2	Documents required	Photocopies of all the Marksheets Copy of the Syllabus (<i>in case of Transcript or Nomenclature</i>)	
3	Fee Structure upto 6 years more than 6 years Additional copies	Transcripts	
		If Applied from within India	If applied from abroad
		Rs. 1000/-	US\$ 100*
		Rs. 1500/-	US\$ 150*
		Rs. 100/- each	US\$ 10* each
		<i>*(including postal charges)</i>	
		Other Certificate i.e. Nomenclature/Verification etc.	
upto 6 years more than 6 years	If Applied from within India	If applied from abroad	
	Rs. 500/-	US\$ 50	
	Rs. 1000/-	US\$ 100	
	<i>Fee can be deposited by cash, Postal order or by Demand Draft. (Payable at Delhi, in favor of Registrar, University of Delhi, Delhi- 110007)</i>		
4	Timings	9.30 am to 3.00 pm (Excluding Lunch Hours)	
5	Time Taken	Certificate will be issued within 10 days (two weeks or so) excluding Saturday/Sunday or any other Gazetted holiday.	
6	Submitted at	Window no- 12 Gate no-1, Opp. New Administrative Block, Examination Branch, North Campus, University of Delhi, New Delhi-110007	
7	South Campus Students	He/she has to apply for official transcript to the : Section Officer, Examination Branch – III, South Delhi Campus, University of Delhi, Benito Juarez Road, New Delhi – 110 021 (Landmark- Behind A. R. S. D. College Building, Dhaula Kuan)	

Note:-

- 1) The number of year will be calculated from the last Examination passed.
- 2) Candidate should enclose a self-addressed envelope with requisite postal charges in case of certificate is required by post
- 3) The delivery of the Certificate will be made in person to the Candidate or to his nominee, authorized in writing, at the University Office during working hours.
- 4) The Application Form must be filled and signed by Candidate and in no case by someone else on his/her behalf.
- 5) The application form for issue of statement of marks required for different Roll No. for each of the year of Examination may be filled in separately.

** The form is attached for your reference.

UNIVERSITY OF DELHI**Application Form for Issue of Official Transcript/Nomenclature/Special Certificate/Attestation/Verification of Statement of Marks/Degree**Note: PLEASE READ INSTRUCTIONS GIVEN OVERLEAF CAREFULLY BEFORE YOU APPLY.

1. Name of Candidate (In Block Letters) _____
2. Father's Name : _____
6. College/Institutions/Faculty last attended by the candidate _____
4. University Enrolment No. : _____
5. Particulars of Examinations Appeared/Passed.
(Please attach copies of all the marksheets)

Examination	Year of Passing	Annual/Supplementary	Roll No.	Result	Marks Obtained	Division

6. Subjects offered (Mention Paper No. & Title of the Paper's in the case of Transcript & Nomenclature) Please attach an additional sheet, if required.

Paper No.	Title of the Paper

7. Local Residence Address: _____

8. No. of additional copies of Transcript/Nomenclature required. _____
9. Have you applied for transcript earlier, if so, please mention the No. & Date

10. Telephone (Mobile): Residence:

Date**Signature of the applicant****For Office Use**

The particulars regarding the above examination mentioned by the student have been verified from the record and found correct.

Sl. No.	Year	Roll No.	Examination Passed	Marks Obtained	Result	Division	Particulars

D. A.**S. O.****P.T.O.**

INSTRUCTIONS

1. All Public dealings are made from 9:30 A.M. to 3:00 P.M. (Excluding Lunch hour)
2. The Particulars of the student given in the form should correspond with those appearing in the certificate issued to him/her from time to time. The application form must be signed by student and in no case by someone else on his/her behalf.
3. Photocopies of all the mark sheets of the Examinations taken by the candidate and a copy of the syllabus (in the case of Transcript/Nomenclature) be enclosed with the application form.
4. The required transcript will be issued after a period of ten working days (two weeks or so) excluding Saturday/Sunday and other Gazetted holiday from the date of submission of application with prescribed fee.
5. The delivery of the Certificate will be made in person to the Candidate or to his nominee, authorized in writing, at the University Office during working hours.
6. If required by post, the student should enclose a self-addressed envelope with requisite postal charges.
7. Prescribed fee is as follows:-

	If Applied from within India	If applied from abroad
upto 6 years	Rs. 1000/-	US\$ 100*
more than 6 years	Rs. 1500/-	US\$ 150*
Additional copies (At the time of application only)	Rs. 100/- each	US\$ 10* each (*including postal charges)

Other Certificate i.e. Nomenclature/Verification etc.	If Applied from within India	If applied from abroad
upto 6 years	Rs. 500/-	US\$ 50
more than 6 years	Rs. 1000/-	US\$ 100
8. Please note that the additional copy charges are applicable only in case the copies are requested at the time of original Transcript and not at a later stage.
9. The number of year will be calculated from the last examination passed.
10. If the student passed out from any college under South Delhi Campus, he/she has to apply for official transcript to the Section Officer, Examination Branch – III, South Delhi Campus, University of Delhi, Benito Juarez Road, New Delhi – 110 021 behind A. R. S. D. College Building, Dhaula Kuan, New Delhi.

Received documents.

Signature of the applicant

Please write full name with date

And residential address below