



OFFICE OF THE CONTROLLER OF EXAMINATIONS

JADAVPUR UNIVERSITY

KOLKATA – 700 032, INDIA

Website : www.jaduniv.edu.in

Phone : +91 33 2457 2286 / 2540

General Guidelines for Academic Transcript

1. Please download the form for Academic Transcript from our website www.jaduniv.edu.in (link - Examination / sub link - Transcript) or collect the same from the Examination Counter, Aurobindo Bhavan (the Exam. Counter remains open from **11.00 A.M. to 02.00 P.M. and from 02.30 P.M. to 05.00 P.M.** on all working days).
2. **Eligibility** : Only passed out or Final year students having no back papers, of any **Degree Course of Study** of our University, may apply for Academic Transcript. In case of Ph. D., successful completion of **Coursework from our University** is mandatory to apply for the Academic Transcript.
3. **Documents and fees required along with the properly filled in application form** :
 - a) ATTESTED (BY (i) ANY GR. A OFFICER OF GOVT. SECTOR OR (ii) ANY WHOLE-TIME TEACHER OR ASST. REGISTRAR OF OUR UNIVERSITY) photocopies or notarized copies of both sides of relevant clear Mark Sheets / Grade Cards of all passed examinations and Ph. D awarding Certificate, if applicable, issued from the Jadavpur University.
 - b) SIGNATURE PROOF (e.g. Photocopy of Passport / Pan Card, Identity Card issued by the University, etc.). Without attested / notarized photocopies of such documents, no Application Form will be entertained.
 - c) ₹ **1500/-** (Rupees one thousand five hundred only) **per candidate per Course of Study, for a set (five copies)** w.e.f. 01.01.2009.
4. **Mode of Payment** :
 - a) Personally by Cash at Cash Counter (ground floor) of Aurobindo Bhavan (after payment request made from the **General Cell, Room No. 3**, Aurobindo Bhavan of the Examination Office. The Cash Counter remains open from **11.00 A.M. to 02.00. P.M. and from 02.30 P.M. to 03.30 P.M.**) on all working days.
 - b) Money Transfer :
 - In Indian Rupee : State Bank of India, Jadavpur University Branch, Kolkata
IFSC CODE – SBIN0000093
Account no. – 11079699404
Account name – JADAVPUR UNIVERSITY
 - In US dollar (from abroad) : State Bank of India, Overseas Branch, Kolkata
Samridhi Bhavan, A-Block
1, Strand Road, Kolkata - 700 001, West Bengal, India
Branch code - 4805
RTGS/NEFT - SBIN004805
Account No. – 11051171124
SWIFT code - SBI NIN BB 106

Note : Necessary Details of Remittance to be furnished to JU for Verification of Credit at the time of submission of application.
5. The application form must be signed by the candidate, as signed in the document of signature proof.
6. While filling the form, applicant must furnish his / her name in capital letters as printed on the Registration Certificate and Grade Cards / Mark-sheets issued by our University.
7. **Delivery related information** :
 - a. Venue : The **General Cell, Room No. 3** of the Exam. Office, Aurobindo Bhavan.
 - b. Delivery time : Between **03.00 P.M. & 05.00 P.M.**
 - c. Academic Transcripts (hard copies only) may be collected by candidate or duly authorized person (whose signature must be attested by the candidate in the letter of authorization addressed to the Controller of Exams.) normally after **MINIMUM FIFTEEN WORKING DAYS** of duly submission of application, or before that time in case of receiving the SMS from our end at your mobile no. within India (if on hand) intimating its availability.
 - d. At the time of collecting such Transcripts, **(i)** the Money Receipt against submission of required fees, **(ii)** Authorization (if the candidate can not come by person) in proper form and **(iii)** photocopy of any authentic photo-identity-cum-signature proof of the candidate or authorized person (if applicable) have to be submitted.
 - e. As per EC resolution, **Academic Transcripts are valid for one year** w.e.f. the date printed on the transcript. If not collected within this period of one year, such undelivered Academic Transcripts are destroyed.
 - f. As per J.U. rule, the Academic Transcripts will not be sealed (sealing is done from the **Office of the Assistant Registrar**) without any address of any University and to be dispatched by the Candidate's own cost. Required envelopes are provided along with the Transcripts without any additional cost. There is no provision for sending such Transcripts by post.

Assistant Controller of Examinations



APPLICATION FOR ACADEMIC TRANSCRIPT

FOR OFFICE USE ONLY	
Received ₹	vide
Receipt No.	dated

Cashier	

Cashier	
Please accept ₹ for	
copies of Academic Transcript.	
Date : _____	_____
	Examination Office

The Controller of Examinations
Jadavpur University, Kolkata – 700 032

Dear Sir,

I beg to apply for five / ten / fifteen / (please tick or specify the number) copies of Academic Transcript. Required documents as per instruction are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of my application of Academic Transcript without refund of requisite fees. Herein below, I am giving the particulars of my academic record relevant to such Transcript.

Details of academic record of each examination in chronological order :

Sl. No.	Name of the Examination (e.g. B.A. in English 1 st Year 1 st Sem.)	Session / Year of Examination	Examination Roll No.	Remarks (Eg. P / X / BPX)
01.				

Yours respectfully,

Date :

Signature (as in signature proof)

Name of the Applicant (in CAPITAL LETTERS) :

Registration No. (with its session) :

Contact No. (preferably a Mobile No.) :

Address for Communication :

E-mail Address :

- N.B. 1. Applicants are specially instructed to follow the general instructions (available in our website) regarding requisite fees (@ ₹1500/- per set), documents to be enclosed, delivery, etc. pertinent to Academic Transcript before filling the form for the same.
2. Use separate application form of Academic Transcript for each Course of Study.