



General Instructions for Academic Transcript

1. Please go to our website www.jaduniv.edu.in/link-Examination/link-Transcript - download the form for Academic Transcript or collect the same from the Examination Counter, Aurobindo Bhavan (the Examination Counter remains open from **11.00 A.M. to 03.00. P.M. and from 04.00 P.M. to 05.00 P.M.**).
If required, you may contact at : (033) 2457 2286 (Mr. Krishnendu Bhattacharyya)
2. Requirement for a set of (five copies) of Academic Transcript :
 - a) ATTESTED (BY ANY GR. A OFFICER OF GOVT. SECTOR) photocopies of clear Mark Sheets / Grade Cards of all passed examinations relevant to such Transcript, SIGNATURE PROOF (e.g. Photocopy of Passport / Pan Card, etc.). Without attested photocopies of such documents, no Application Form will be entertained.
 - b) ₹ **1500/- (Rupees one thousand five hundred only) per candidate per Course of Study**, w.e.f. 01.01.2009.
3. Only passed out or Final year students having no back papers may apply for Academic Transcript.
4. The application form must be signed by the candidate, as signed in the document of signature proof, and 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 Examinations) after **MINIMUM FIFTEEN WORKING DAYS** of duly submission of application. 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.
5. Academic Transcripts are delivered between **03.00 P.M. and 05.00 P.M. from Table No. 15, Room No. 3** of the Examination Office. At the time of collecting such Transcripts, the Money Receipt against submission of required fees, Authorization (if the candidate can not come by person) in proper form and photocopy of any authentic photo-identity of the candidate or authorized person (if applicable) are required to be submitted.
6. As per J.U rule, the Academic Transcripts will not be sealed without any address of any University and to be dispatched by the Candidate's own cost. In general, there is no provision for sending such Transcripts by post.
7. 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.
8. Mode of Payment :
 - a) Personally by Cash at Cash Counter (ground floor) of Aurobindo Bhavan (after payment advise by the Examination Office. The Cash Counter remains open from **11.00 A.M. to 03.00. P.M.**)
 - 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
Samriddhi 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.

FOR SPECIAL CASE, ACADEMIC TRANSCRIPTS MAY BE SENT TO THE UNIVERSITY BY SPEED POST ONLY IF ADDRESS IS AVAILABLE WITH AN ADDITIONAL COST OF USD\$ -100. JADAVPUR UNIVERSITY WILL NOT BE RESPONSIBLE FOR POSTAL DELAY OR MISSING OF DOCUMENTS BY THE POST OFFICE.



Website : www.jaduniv.edu.in

APPLICATION FOR ACADEMIC TRANSCRIPT

<u>FOR OFFICE USE ONLY</u>	
Received ₹	vide
Receipt No.	dated

Cashier	

<u>Cashier</u>	
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 copies of Academic Transcript. 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.)	Respective Session / Year	Examination Roll No.	Remarks
01.				

Yours respectfully,

Date :

 Signature (as in signature proof)

Name of the Applicant (in CAPITAL LETTERS):

Registration No. (with session) :

Address for Communication :

E-mail Address :

Contact No. (preferably a Mobile No.) :

- 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.