Transcript

General Instructions
Go to our website www.jaduniv.edu.in/link-Examination/link-DOWNLOAD- download the form for transcripts
CONTACT -033424572286 (Krishnendu Bhattacharyya)

For a set of (five copies) of Academic Transcript:

1. Requirement - Xerox copy of mark sheets/grade cards, ATTESTED BY GR.A OFFICERS OF GOVT SECTOR, of all previous examinations, relevant to such Transcript, SIGNATURE PROOF (Xerox copy of Passport/Pan Card etc) Without attested xerox copy of Mark sheets and copies of other documents Form will be cancelled.
The form must be signed by the candidates as signed in the signature proof document and may be collected by candidate or duly authorized person (whose signature must be attested by the candidate) after MINIMUM FIFTEEN WORKING DAYS (in general COE's dept receive application after three working days from cash section)
2. Rs. 1500/- (one thousand five hundred only with effect from 1.1.2009)

3. At the time of receiving the Transcript, the Money Receipt and Authorisation (if the candidate can not come by person) in proper form (signature of Authorised representative must be attested by the Candidate in the authorization letter)

4. As per J.U rule, the transcripts will not be sealed without any address of any University and to be dispatched by the Candidate's own cost

5. As per EC resolution, Transcripts are valid for one year. After that the candidate has to apply for new transcripts

Mode of Payment

1. Personally By Cash at Cash Counter (ground floor) of Aravinda Bhavan
2. 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
W.B, India
Branch code - 4805
RTGS/NEFT-SBIN004805
Account no-11051171124
SWIFT code- SBI NIN BB 106

Note: Necessary Details of Remittances to be furnished to JU for Verification Credit.

THERE IS NO PROVISION FOR SENDING TRANSCRIPT BY POST.

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

For Office Use Only
Received Rs.........................................................
Receipt No..................... Date..............................

Cashier

To
The Controller of Examinations,
Jadavpur University, Kolkata-32

Sir,

I beg to apply for five copies of Academic Transcript. Herein below, I give the particulars of my academic career.

Yours respectfully,

Residential Address :
& e-mail
CONTACT NO/MOB. NO.

Signature in full

Requirement - Xerox copy of mark sheets/grade cards, ATTESTED BY GR.A
OFFICERS OF GOVT SECTOR, of all previous examinations, relevant to such Transcript

Details to be filled in by the applicant. Results of all examinations appeared by the applicant are to be arranged chronologically in the following table. Transcript only will be given after Final Semester's result.

<table>
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<th>(i) Examination</th>
<th>(ii) Year of passing</th>
<th>(iii) Examination Roll</th>
<th>(iv) Corresponding Class Roll</th>
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(a) The applicants are specially instructed to fill in the data correctly.
(b) Minimum five copies of Academic Transcript will be issued to those who have properly filled in the form
(c) Rs. 1500/- for each five copies of Transcripts to be deposited to the cash section.
(d) Transcript will be issued on production of the money receipt & identity/proper Authorisation.
(signature of authorised person must be attested by the candidate)
(e) Delivery of transcripts will be given after minimum Fifteen Working Days subject to no of applications submitted by all the candidates.