GENERAL INSTRUCTIONS:
For any verification – send the documents to be verified to Controller of Examinations JU along with a Demand Draft of $50 (for any Foreign Verification Company) or it’s Indian equivalence in favour of “Registrar, JU”

For a set of (five copies) of Academic Transcript:
1. Requirement - Xerox copy of mark sheets/grade cards, ATTESTED BY GRA OFFICERS OF GOVT SECTOR, of all previous examinations, relevant to such Transcript. **Without attested xerox copy of Mark sheets, Form will be cancelled.**
   The form must be signed by the candidates and may be collected by candidate or duly authorized person after FIFTEEN 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)

AS PER JU RULE, ALL CERTIFICATES PRESERVE FOR 5 YRS FROM THE DATE OF CONVOCATION

For a Duplicate Certificate:
2. Rs. 250/- only with effect from 1.1.2009
   The form must be signed by the candidates and may be collected by candidate or duly authorized person after minimum FIFTEEN DAYS.

For a Duplicate Marksheet/Grade Card:
1. Rs. 150/- only w.e.f 1.1.2009
   The form must be signed by the candidates and may be collected by candidate or duly authorized person after minimum FIFTEEN DAYS.

For any duplicate documents:
**FIR is must** In each case, candidate may download the form or collect the same from COUNTER of Controller of Examinations, JU’s dept, verify the same by Asst.Controller of Examinations/PA to Controller of Examinations and submit the form, duly filled in and signed; submit to Cash section before 3p.m

DR. SATYAKI BHATTACHARYYA
B.Tech(C.U), M.Tech(I.I.T.Delhi)
Ph.D(Applied Physics, C.U)
F.I.E
Controller of Examinations, Jadavpur University
Arabinda Bhaban(1st floor)
Jadavpur University, Kol-32
email-controller_exams@admin.jdvu.ac.in/dr_satyaki@rediffmail.com
phone-913324146666-extn-2286
MODE OF PAYMENT

1. MONEY TRANSFER:
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Branch code - 4805
RTGS/NEFT-SBIN004805

Account no - 11051171124
swift code - SBI NIN BB 106

NECESSARY DETAILS OF REMITTANCES BE FURNISHED TO JU FOR VERIFICATION CREDIT

2. BY CASH AT CASH COUNTER