



# Sant Baba Bhag Singh University

Village Khiala, P.O. Padhiana, Jalandhar, 144030, Punjab

For Office Use Only

(1.) Request No.....

(2.) Date.....

(3.) Received by:.....

## Application Form for Student (TRANSCRIPT)

To,  
The Registrar,  
Sant Baba Bhag Singh University,  
Padhiana, Distt. Jalandhar-144030

Respected Sir/Madam,

I request you to kindly issue me the TRANSCRIPT for PR purpose and Higher Education in India/Abroad or for ..... (any other reason). The all particulars of the examination passed by me are given below. Please issue me the TRANSCRIPT as followed

a. Single-page official transcript/single document \_\_\_\_\_ Yes/No

b. Only attestation of documents (DMCs, Degree) for issuance of transcript \_\_\_\_\_ Yes/No

1. Name in full English block letters.....  
(As written in 10<sup>th</sup> DMC)

2. Father's Name.....

3. Mother's Name.....

4. University Roll No..... Regd. No.....

5. Name of Institute .....

6. Name of Department .....

7. Name of Programme .....

8. Self-Attested Copy (Copies) of original mark sheet/Detailed Marks Certificate (DMCs) and/or Gazette (if DMCs not received, then gazette must be enclosed with the application in support). **Certified that I have attached all required/desired documents with this application and also deposited the applicable fee.**

9. Year in which passed.....

10. Fees Paid: Rs..... Bank Draft/Receipt No. .... Date of payment: .....

Fee mentioned at S. No. 10 is checked/ verified by Fee Clerk/accountant/dealing official ..... (Sign with Date)

Address of the applicant

Yours faithfully

.....

(Signature of candidate)

Contact No: -.....

Email ID:-.....

Note:-

- The candidate should fill up this form correctly in his/her own handwriting and it should be legible.
- Fee applicable for Single-page official transcript/single document: Rs. 3000/- + postal charges applicable +18% GST
- Fee applicable for Only attestation of documents (DMCs, Degree) for issuance of transcript: Rs. 50/- per document.
- Fee once paid shall be non-refundable.

### **FOR OFFICE USE: Record of Office of Registrar**

Action Taken by O/o Registrar according to the type of TRANSCRIPT required by applicant

a. Single-page official transcript/single document \_\_\_\_\_ Yes/No

b. Only attestation of documents (DMCs, Degree) \_\_\_\_\_ Yes/No

Application sent to CoE for further issuance of Transcript \_\_\_\_\_ Yes/No

Application kept by O/o Registrar for issuance of Transcript \_\_\_\_\_ Yes/No

Ref. No. \_\_\_\_\_ Date of application sent to CoE \_\_\_\_\_

Ref. No. \_\_\_\_\_ Date of issuance of Transcript by Registrar \_\_\_\_\_

Signature of dealing official with date  
(O/o Registrar)