



Examination Branch

Amloh Road, Mandi Gobindgarh, Fatehgarh Sahib, Punjab
 Contact: 01765-521957 email: examsupport@deshbhagatuniversity.in

APPLICATION FOR TRANSCRIPT

(Fill in Capital letters only)

No. of copies of transcript required _____

1. Name:

2. Father's Name:

3. Mother's Name:

4. University Roll No.:

5. Course: Batch

6. Branch:

7. Payment Detail:

Receipt No/Draft No..... Dated

(Draft to be made in favour of Registrar, Desh Bhagat University)

8. Mode of Dispatch required:

Date: Signature of Student.....

NOC (From Accounts Department):

Date: Signature (with seal).....

Certificate

This is to certify that I have cleared all the subjects of the course. The semester wise detail is as follows
 (Photocopies to be attached)

Semester	Exam. Session in which Semester Passed	Obtained Marks	Total Marks	Remarks
I	May/Dec. _____			
II	May/Dec. _____			
III	May/Dec. _____			
IV	May/Dec. _____			
V	May/Dec. _____			
VI	May/Dec. _____			
VII	May/Dec. _____			
VIII	May/Dec. _____			
IX	May/Dec. _____			
X	May/Dec. _____			
XI	May/Dec			
XII	May/Dec			
	Total			

Remarks

Controller of Examination

RULE FOR ISSUE OF TRANSCRIPTS

1. All particulars required should be legibly and correctly filled by the candidate to avoid delay due to incomplete/incorrect in any respects.
2. Student has to apply the Transcript personally or authorize a person on his/her behalf through admin office only.
3. Fee for the transcript for Nursing and Ayurveda: Rs. 1000/- per two copies.
Fees for other courses: Rs. 5000/- per two copies Rs. 1000/- for each subsequent copies.
4. The fee for Transcript will be non-refundable in any case.
5. Transcript will be issued only after declaration of the Regular, Re-appear & re-evaluation results of all the semesters for that student.
6. Transcript will be issued within 07 days of getting the prescribed form and fee.
7. For any correspondence with the university, Name, Father's Name, University, Registration No., and the University Receipt No, with date of fee must be quoted.
8. In case applicant is unable to quote the mistake within 3 month of given letter, he/she has to apply again for the Transcript with the required fees.
9. Copies of all DMCs are to be produced along with application and fees receipt for issue of transcript.
10. Transcripts will be dispatched under sealed cover to the Institutions.