

SHRI RAMASAMY MEMORIAL UNIVERSITY SIKKIM

(Estd. Under SRMUS Act, 2013)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Date:

APPLICATION FOR ISSUE OF TRANSCRIPTS

(To be signed by the individual who wants the transcript for himself/herself)

1.	Name of the Candidate	
2.	Register Number	
3.	Degree	
4.	Branch	
5.	Period of Study	
6.	Purpose of Applying	
7.	Permanent / Correspondence Address	
	Mobile Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8.	E-mail ID	
9.	No of set(s) Transcript Required	
10.	Whether sufficient documents are attached	YES / NO
11.	Whether the Transcripts are to be put inside the cover, sealed and signed (if YES, covers to be bought by the individual)	YES / NO

12.	Number of covers submitted (if opted for Speed post)	
-----	--	--

13.	Fees Paid Details:	DD No. & Date : Name of the Bank with Address : Amount : `
14.	Mode of receipt of Transcripts (Tick option)	IN PERSON / BY SPEED POST
15.	If opt for By speed Post - Provide the complete Mailing address (Write in upper case Letters)	

NOTE: For Transcript and other application related enquiries contact: +91-3592-231666

Signature of the Candidate with Date
(At the time of requisition)

FOR OFFICE USE ONLY

VERIFIED BY (Signature with Name)	CHECKED BY (Signature with Name)
CONTROLLER OF EXAMINATIONS	REGISTRAR

<u>Details of Dispatch BY SPEED POST</u> Date : Consignment No: Dispatched by :	<u>Received the Transcripts IN PERSON by</u> _____ (Name and Signature with Date)
---	--

Note: Students, who opt for collection of their transcripts in person, should collect the same from “Office of the Registrar within SEVEN WORKING DAYS” without fail.

INSRTUCTIONS TO APPLY FOR TRANSCRIPTS

(For Higher Studies)

01. The Candidate shall apply for Transcript in the prescribed application available with the Office of the Controller of Examinations / University website.
02. The Candidate should submit the application in person/ by post to the office of the Controller of Examinations. Requests for collecting the Transcript by a third party must bear the candidate's authorization letter.
03. Documents Required:
 - a) Demand Draft drawn in favor of "**SRM UNIVERSITY SIKKIM** " payable at Gangtok (Refer the Fee Details)
 - b) Photocopy of Consolidated Grade sheet (or) all Individual semester mark sheets (up to last appearance).
 - c) A4 size Envelopes for getting seal (if required).
04. Fee Details:

Description	Amount (INR)
Transcript Fee	200/- (Per set-2 Copies)
Postal Charge (Speed Post)	300/-(Within India)

05. **Normal processing time required upon receipt of application form for transcript is Seven working days** (Transcript requests are processed in the order of receipt and the transcripts have to be collected within seven working days)
06. Any request for alternative arrangement will NOT be accepted once the application form is submitted.
07. The process of the application will be delayed, if the information furnished is incomplete.
08. The University reserves the right to withhold issuance of a transcript to a student who has not paid the college fee or any other fees owed to the University, or who has failed to discharge all obligations towards the University.
09. Candidates applying for Transcripts should have cleared all the subjects at the time of applying.
10. **The filled in form along with necessary documents shall be forwarded to**
The Controller of Examinations,
Shri Ramasamy Memorial University Sikkim,
5th Mile , Tadong , Gangtok , East Sikkim – 737133.
11. **For Transcript and other application related enquiries contact: +91- 3592-231666**

* * * * *