



**SNU**  
SISTER NIVEDITA  
UNIVERSITY

**P**

DG 1/2, Action Area I, New Town, Kolkata, West Bengal -700156

**Application No: SNU/AT/...../.....**  
*For Office Use only*

**APPLICATION FOR ACADEMIC TRANSCRIPT**

Name of the Applicant:			
Student ID:		Registration Number:	
Department:		Program:	
Year of Admission:		Current Semester/Year : <i>(If final semester is over, then write 'Completed')</i>	
Father's/Mother's Name:			
Date of Birth (DD-MM-YYYY):		ABC ID:	
Permanent Address for Communication:			
Contact No.:		E-mail ID:	
<b><i>Furnish the following details of the recipient Institution/University along with documentary evidence</i></b>			
<b>Name of the recipient Institution/University</b>	<b>Institution/University address with Postal Code</b>	<b>Email-ID</b>	<b>Contact Number</b>
<b>Number of total copies required</b> <i>a) Rs. 1000/- for each copy.</i> <i>b) Rs. 2000/- for each copy, if international recipient.</i>		Mode of collection: By Hand <input type="checkbox"/> By Post <input type="checkbox"/>	
Payment Details : If Paid via [ DD; NEFT; UPI ] <i>(Attach Transaction Details along with application)</i>		Provide Details of Transaction :	

**DECLARATION:** I ..... solemnly confirm that the information furnished by me is correct to the best of my knowledge and belief.

Place: .....

Date: .....

Signature of the Applicant

*For Office Use Only*  
**-Approvals-**

.....  
(Signature with Date)

Name:.....  
[Office of the CFO]

.....  
(Signature with Date)

Name:.....  
[Office of the COE]

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**Application No: SNU/AT/...../.....**

***Receipt copy (to be filled by the Officials)***

**APPLICATION FOR ACADEMIC TRANSCRIPT**

Name of the Applicant:	
Student ID:	Registration Number:
Program:	

.....  
Received by (Name)

.....  
Signature with Date

.....  
Reporting Date & Time



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## INSTRUCTIONS TO APPLICANTS WHO WISH TO APPLY FOR ACADEMIC TRANSCRIPTS

The University will issue Academic Transcript to a student for seeking admission to pursue higher studies in foreign Institutions/ Universities as per the guidelines in the prescribed application with fee.

- a) No transcript will be issued to any applicant until and unless he/she encloses a copy of the letter or any supporting document(s) of the foreign Institution/University for which the transcript is required. The applicant is also requested to mention the name of foreign Institution/University with full address, contact no. and email id, etc. where he wants to apply/has already applied. **No transcript will be issued without any address, contact number and email id of the foreign Institution/University.**
- b) The applicant shall write his name, student id/enrollment no., registration no., department, program, year of admission, current semester/year, father's/mother's name, date of birth, ABC id, permanent address for communication, contact no., email id, recipient foreign Institution/University information (name, address, email id, contact number), number of total copies required, mode of collection - by hand or by post, payment information etc. correctly and legibly and submit the completely and correctly filled application along with prescribed fee of Rs.1000/- (for issue by hand or by post within India) or Rs.2000/- (for by post outside India) per copy of transcript by way of Demand Draft in favor of "Sister Nivedita University" payable at Kolkata or NEFT or UPI to the Finance Officer.
- c) The applicant required to enclose photocopies of the Grade cards of the examinations passed in the Sister Nivedita University for which the academic transcript is required with the application form.
- d) The applicant required to enclose a photocopy of the ABC ID document with the application form.
- e) The applicant required to enclose transaction details of the payment made by way of DD/NEFT/UPI in token of having deposited the fee with the Finance Officer.
- f) The required transcript will be issued after a period of 15 working days excluding Sunday and other holidays from the date of submission of the application.

**DECLARATION:** I ....., have read and understood the above mentioned instructions.

Place: .....

Date: .....

.....  
Signature of the Applicant