VINAYAKA MISSION'S RESEARCH FOUNDATION
(Deemed to be University under section 3 of the UGC Act 1956)

APPLICATION FOR ISSUE OF TRANSCRIPTS

Sl.No	Details	To be filled by candidate
1.	Name of the Student (as registered in university records)	
2.	Register Number	
3.	Gender	
4.	Date of Birth	
5.	Degree & Branch of Study	
6.	Month & Year of passing the Final Examination	
7.	Name of the Institution / College from where qualified	
8.	No. of sets of Transcripts are required	
9.	Purpose for which transcript required	
10.	Address of the Candidate	
11.	Mobile No & Email id	
12.	Transcript required for	☐ Grade / Mark Statements (all Semesters/Years) ☐ Consolidated Statement of Marks/Grades ☐ Provisional Pass Certificate ☐ Degree Certificate Others if any to be mentioned: _____
13.	Whether photo copy of the above certificates have been produced	Yes / No
14.	Details of Online Payment	Bank Name & Address: Reference No: Date of Payment: Amount (Rs.):

DATE: Signature of the Candidate

General Instructions:

1. Candidates should apply for the issue of Transcripts in prescribed application form available at the University website.

2. The candidate should submit the duly filled in application form in person / by the person authorized by the candidate at the office of the Controller of Examinations.

3. The person who is submitting the application for transcripts should come and collect the transcripts. If not able to come and collect the transcripts, an authorized person can collect the transcript at the office of the Controller of Examinations.

4. The candidate should have identified the Universities/Institutions for which the transcripts are required. The name and address of the Universities/ Institutions should be written on the official envelope (stamped) for transcripts and to be submitted along with the application (Compulsory).

5. Candidates need to submit attested photo copy of the certificates for which the transcript is needed.

6. The fee for issue of transcript per set is **Rs. 2500/and for abroad countries (including postage) Rs. 6000 per set** has to be paid through NEFT/ RTGS the account details mentioned below

    Name of the account: VMRF(DU) Examination
    Account Account no:188702000000294
    IFSC code   : IOBA0001887
    Branch : Ariyanoor, Salem.

7. Candidate used to submit the enough of envelop with address of the institution to Which you are applying for further studies/placement to same shall be dispatched by the university/directly to the address of the institution/company provided by the candidate.

8. Transcript shall be displayed to the addressed given within 7 working days excluding the day of submission.

9. Fee once paid will not be refunded under any circumstances.