



INDIAN MARITIME UNIVERSITY

CHENNAI - 600 119

APPLICATION FOR ISSUE OF OFFICIAL TRANSCRIPTS

1. Name :
2. Registration No :
3. Course / Degree Of Study :
4. Name of the Institute / College :
5. Period Of Study (academic year) : From.....to.....
6. Reason for which Transcripts required :

7. Number and Name of Original Certificates enclosed

1. 2.
3. 4.

8. No. of copies of Transcripts are required (in words) :

Sl No	Name of the Certificate	No. of Copies
1		
2		
3		
4		
5		

9. Contact Phone No. / Mobile No. :,

10. Permanent Address of the Candidate :

11. Amount paid with details of Rs.....

DD/ Challan No and Date : DD/Challan no:..... Dt.....

12. Addresses to which the transcripts are to be submitted:

Sl. No	Name and Address	Sl. No	Name and Address
1		3	
2		4	

Place:

Date:

Signature of the Candidate

Instructions to Candidates

1. All entries in the application form must be written neatly and legibly by the Candidate.
2. Original Certificates for which transcripts required must be enclosed with the application for verification and return.
3. Duly addressed envelope should be enclosed for affixing Registrar's signature on the cover after sealing.
4. It is the responsibility of the candidate to obtain the original certificates and transcripts from the section after due acknowledgement
5. The fee prescribed for the issue of Transcripts is Rs.500/- per set.
For each extra copy Rs.300/-
6. The fees should be remitted through SBI Challan
7. Normal time required for issue of Transcript is as follows:
 1. If original certificates are produced - one week.
 2. If original certificates are not produced – one Month

For Office use only

Verified with the originals and found in order

AR(E&A)

All the original certificates enclosed received by the candidate.

Signature of the Candidate