

## APPLICATION FORM FOR ISSUE OF ACCADEMIC TRANSCRIPT(S)

1.	Name of the Candidate	:			
2.	Register Number	:			
3.	Course Undergone in this University	:			
4.	Branch	:			
5.	Month and Year of Last Appearance	:		Year of Study:	
6.	No. of Sets of Transcripts Required	:			
7.	Details of Transcripts Required (Tick whichever is applicable)	:	1. Degree Certificate 2. Consolidated Grade Statement 3. Provisional Certificate 4. Semester Grade Card (All Semesters)		
8.	Payment Details				
	Mode of Payment	Online Receipt No./ Transaction Reference /IMPS No.	Date	Name of the Bank	Amount (Rs. 500 per set)
9	Postal Address of the candidate:		Pin code:  Mobile No.: Email Id :		

Signature of the Candidate

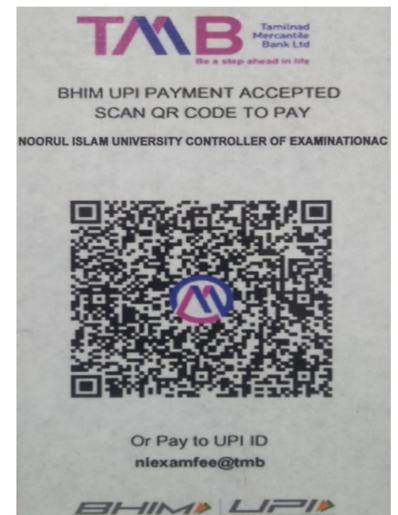
Place:

Date :

# **PROCEDURE FOR OBTAINING ACADEMIC TRANSCRIPTS**

**(Required For Higher Studies In Foreign Universities/Institutions)**

1. Candidates shall apply for the issue of Transcripts in the prescribed application form available with the C1 section of the Main office.
2. He/She should submit the filled in application form along with the attachments in the C1 section of the Office.
3. At the time of application Candidates should bring all the **Original Certificates for verification** and also the number of sets of photocopies of all the certificates required.
4. Candidates should also submit one extra set of photocopies of all the certificates.
5. The fee for issue of transcripts is **Rs. 500/-** (Rupees Five hundred only) per set.
6. The fee can be remitted in any one of the following payment modes:
  - a. Pay the fees in the Tamil Nadu Mercantile Bank  
**A/c No. 026150050800200**  
**(IFSC code: TMBL0000026, Thalakulam Branch)**  
**or**
  - b. Pay through the BHIM UPI payment mode by scanning the following **QR code and pay the amount** or **pay to the UPI ID: niexamfee@tmb.**
7. The applicants should attach the payment receipt along with the application.
8. The signed copy of Academic Transcripts( in the sealed cover) will be available in the C1 Section of the office and the time slot fixed to issue is shown below:



If submitted the Original certificates along with the application form for verification	:	The transcripts will be ready after <b>two working</b> days
If not submitted the Original certificates	:	The transcripts will be ready after <b>Five working</b> days

**Any queries Email to :coe@niuniv.com**