



## THE UNIVERSITY OF BURDWAN

### NORMS FOR THE ISSUANCE OF TRANSCRIPTS

1. An application in the prescribed format ([Annexure-I](#)) to be made addressing to The Controller of Examinations, The University of Burdwan, P.O.-Rajbati, Purba Bardhaman, PIN -713104, generally forwarded by:  
The Head of the Institution/respective Departments for Regular Post-graduate students  
or  
Director or Assistant Director of CDOE for students of CDOE  
or  
Principal/TIC/OIC of the College for Under-graduate Students.
2. Requisite fee @ **Rs.600.00 (Six hundred only)** per Transcript to be submitted either in cash counter of this University or by Bank Demand Draft drawn in favour of the Finance Officer, Burdwan University payable at State Bank of India, Burdwa University Branch
3. Fee for sending Transcript (EMS Tariff for Local Speed Post) is to be submitted along with Transcript(s) fee (in case of delivery inside India by post).
4. [Self Attested](#) Photocopies of the Registration Certificate of this University, Mark-sheets / Grade Cards (Both sides if applicable) of all the Parts/ Semesters, final Diploma / Certificate are to be submitted to the office of the Controller of Examinations. For Engineering Students, Credit Card (TCPA) is required to be submitted in addition to the above mentioned credentials.
5. [Unattested](#) Photocopies of the Mark-sheets / Grade Cards (both sides if applicable) of all the Parts/Semesters, Credit Card (TCPA) (for Engineering Student only), final Diploma / Certificate are to be submitted in as many sets as the number of transcript(s) required.
6. 02 number of Photocopies of the norms/forms (if applicable) of the overseas Institution in connection with the issuance of transcript(s), where the concerned candidate seeks admission, to be submitted along with the application.
7. In case of hand delivery of the transcript(s) to self or to the authorized person, self identity card or a letter of authorization ([Annexure-II](#)) along with a copy of the identity proof (Aadhar/Voter Card/any other Photo ID proof issued by The Govt. of India) should be submitted.
8. Name(s) and Address(es) of the overseas Institution to which Transcript(s) is/are to be sent need to be provided in printed format in a separate page. If the name(s) and address(es) of the overseas institution is not decided at the time of application of the transcript(s), [Annexure-III](#) need to be attached.

N.B.- For delivery of Transcript(s) to the overseas institution(s), the candidate or his/ her authorised person is directed to contact the Record Section of Controller of Examinations Department for the said purpose.

Email Addresses: record@ce.buruniv.ac.in / ce@buruniv.ac.in

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# THE UNIVERSITY OF BURDWAN

## APPLICATION FOR ACADEMIC TRANSCRIPT

To  
The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan - 713104

Dear Sir,

I would like to request you to issue the **Academic Transcript(s)** in favour of myself for the undermentioned examination. For this purpose I am depositing herewith the requisite fee of Rs. ....by Cash Challan / D.D. vide No . ....dated..... .My Particulars are as follows:

1. Name (*In BLOCK Letters*) : \_\_\_\_\_
2. Address (*In BLOCK Letters*) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Name of the Examination : \_\_\_\_\_
4. Year of Examination : \_\_\_\_\_
5. Roll No. of the Examination : \_\_\_\_\_
6. Burdwan University Registration No. with year : \_\_\_\_\_
7. Name of the Department/College/Institution  
where from appeared at the Examination : \_\_\_\_\_
8. Name & Address of Overseas Institution/University : \_\_\_\_\_  
for which Transcript is required. [*If no Institution has  
been finalised fill **Annexure-III***] \_\_\_\_\_  
\_\_\_\_\_
9. Number of Set(s) of Transcript Required : \_\_\_\_\_
10. Contact Number : \_\_\_\_\_
11. WhatsApp Number : \_\_\_\_\_
12. Email Id : \_\_\_\_\_

*Forwarded*

*Yours faithfully*

*Signature. . . . .*

*Designation. . . . .*

*Office Seal . . . . .*

*Signature of the applicant in full with date*

To  
The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan - 713104

Subject : Letter of Authorisation

Respected Sir,

I, . . . . .do hereby authorise  
Mr./Ms./Mr. . . . . to collect the Transcript(s), in  
sealed envelope(s), on behalf of me.

His/Her signature is hereby attested by me.

Thanking you,

\_\_\_\_\_  
Full Signature of the Candidate with date

\_\_\_\_\_  
(Full Signature of the authorised person with date)

\_\_\_\_\_  
(Full Signature of the candidate with date)

To  
The Controller of Examinations  
The University of Burdwan  
Rajbati, Burdwan - 713104

Subject : Letter of Self-Declaration

Respected Sir,

I, want to state that, at present I am unable to provide the address(es) of the institution(s) concerned abroad. Therefore, the relevant transcript(s), in sealed envelope(s), may please be - sent to the address provided / handed over to me / handed over to my authorised person. [Please tick in appropriate place.]

Thanking you,

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Full Signature of the  
Candidate with date

[Postal Address of the Candidate]  
(If Applicable)

To Name- C/O- Address- District- State- PIN- Mobile-
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