

NEHRU GRAM BHARATI (DEEMED TO BE UNIVERSITY) APPLICATION FORM, FOR ISSUE OF DETAILED TRANSCRIPT SET

(Please read the Instructions carefully before filling up the form, all fields of the form are mandatory)
(The form is to be filled in Students own handwriting, in BLOCK LETTERS only)

1. Name of the Student : _____
2. Father's Name : _____
3. Contact Address of the Student : _____

Paste Recent
Photograph of
the Student

(Signature of the Student)

Mob. No. _____ /Email ID _____

4. Enrollment No. of the Student : _____

5. Roll No. of the Student (Final Year/Semester) : _____ (Enclose Photo-copy of Mark-sheets of all Years/Semester)

6. Transcript(s) set Required (Nos./Course) : _____ (nos.) _____ (Mention name of the Course/s)

7. Purpose of Transcript (Read Note (c) below) : _____

8. Amount of Fee deposited for Transcript/s : _____ (In Rs.) _____ (In words)

9. Fee Receipt No./Demand Draft No. : _____ (Enclose Original receipt/Demand Draft)

Important Instruction:

- Application fee for the issue of Transcript is Rs. 1000/- per Set (Rupees One Thousand per set (A set contains, 5 copies). The fee is to be deposited in the University Accounts Section. In case of Demand Draft, please draw in favour of "Nehru Gram Bharati University" and payable at a Bank at Prayagraj. **The above fee does not include Postage charges.**
- Student is required to submit to this office, Valid photo-Identity & Address Proof (**Aadhar Card, Driving License, Identity Cards issued by Central / State Government or bodies under th respective Ministries of Central/State Government of India, etc., with photocopy of Passport, in case of application is made from outside of India**), for collecting the Transcript.
- Please enclose supporting documents (copy of letter of University for which Transcript is sought). The student is advised to mention the name, address, website, contact email id/mobile no./phone no. of the University where he/she wants to apply)
- The Transcript shall be issued within 15-20 Working days, from the date of submission of Application form complete in all respect and shall be handed over in Sealed Envelopes to the Student.
- All documents /Marks Sheets submitted by the Student, with this form are to be **Self Attested** with name/Mobile No.

Declaration by the Student:

I hereby declare that, I have read the instructions carefully and all information filled in this Application Form is true to the best of my knowledge and belief. I have attached all required documents (Self Attested) with this application form.

Date of Application: ____/____/____

Place of Application: _____

(_____)
Signature of the Student

Forwarded by:

(_____)
Name of the Student

Principal/Coordinator/Head of the Department/Director/Dean of Faculty

Signature, Seal (with Name) and Date

The completely filled up Application form; with all documents/Marksheets/Degree may be sent/submitted to, the Office of , **The Controller of Examinations, Nehru Gram Bharati (Deemed to be University), Kotwa-Jamunipur, Dubawal, Prayagraj-221505 , Uttar Pradesh, INDIA**