

## **General Instructions for issue of Transcripts**

### **1. APPLICATION FORM:**

For issue of Transcript a student has to ensure that the all the instructions are carefully read and understood before filling the online application form available at <http://exam.du.ac.in/>

### **2. SUPPORTING DOCUMENTS:** Clear and legible self-attested copies of the following documents are required to be uploaded at the time of filling the online line application form.

- (i) *All marksheets of the student.*
- (ii) *Fee receipt of payment done separately on <http://fee.du.ac.in> for Fast Track and Postal charges (if applicable).*
- (iii) *Priority evidences for Fast Track Application.*
- (iv) *Postal address document where student want to post the transcript by the University (if opting for postal service).*
- (v) *A valid official id of the student issued by Government Authorities.*
- (vi) *Latest photograph and signature of the student.*
- (vii) *Syllabus of the programme/course studied and/or details of the paper code, paper title, maximum marks, obtained marks, subject credits, grade point and credit points earned as applicable.*

**NOTE:** Student need to upload all supporting documents in a single *pdf* file except syllabus.

### **3. PRESCRIBED FEE FOR TRANSCRIPT:** The student is required to submit the requisite fee as per details given below:-

<b>Transcript Fee</b>	<b>(i) If applied from within India</b>	<b>(ii) If applied from Abroad</b>
Up to 6 years	Rs. 1000/-	US\$ 100
More than 6 years	Rs. 1500/-	US\$ 150



<b>Additional Fee, if applicable</b>		
	(i) If applied from within India	(ii) If applied from Abroad
<b>Additional Copies</b>	Rs. 100/- per copy	US\$ 10 per copy
<b>Fast Track Fee</b>	Rs. 2000/-	US\$ 50
<b>Postage Charges</b>		
Rs.500/- per postage for postage within India	US\$ 50 per postage for postage outside India	

#### 4. **PROCESS OF ISSUE OF TRANSCRIPT**

**NORMAL PROCESS:** The transcript will normally be issued within 21 working days in cases where the application is found to be complete and correct in all respects.

**FAST TRACK PROCESS:** Transcripts under fast track will be issued on priority which may take about 10 working days. An application cannot be considered under Fast Track merely because additional fee is paid for that, there should be sufficient supporting document submitted to credibly prove that the need for transcript is urgent. Transcript under fast track will be issued subject to (i) prior approval of the said application (ii) deposit of additional fee as applicable (iii) application being complete in all respects and no discrepancy found. Fast track application fee is non-refundable.

5. **INCOMPLETE APPLICATION:** After completion of online process, student will receive an acknowledgement showing that the request for issue of Transcript has been provisionally accepted and subject to be validated by the Examination Branch for completeness. All incomplete applications will be rejected.
6. **DELIVERY OF TRANSCRIPT:** Transcript can be collected from the student dealing windows only by the student in person from the Examination Branch after 21 working days of the applying online for issue of original Transcript at the following



address (on working days, from 10.00 am to 01.00 pm and from 2.00 pm to 3.00 pm):-

For Students belongs to North Campus Colleges	For Students belongs to South Campus Colleges
Window No. 9, University Gate No. 1, University Road, Examination Wing, University of Delhi, North Campus, Delhi-110007	Examination Branch (Next to SBI Bank), Counter No. 2, University of Delhi, South Campus, New Delhi - 110021

Student must receive the Transcript documents within 6 months of issuance. If the transcript is not collected within the prescribed time, the same will be consigned to unclaimed transcripts which may not be retrieved at future date. In such cases the student has to apply fresh following all the requirements of new application.

7. **PROHIBITION OF OUTSIDE AGENCY FOR ISSUE OF TRANSCRIPTS:** The University does not entertain any outside agency on behalf of student for issue of Transcripts. Taking the services of some outside agencies for getting the transcript issued from the University is strictly prohibited. If it is found that a student is availing/has availed the services of outside agency, appropriate action will be taken as per rules.
8. **SENSITIZING THE PUBLIC ABOUT CORRUPTION:** Do not pay bribes. If anybody in the Examination Office or anyone outside asks for bribe in cash/kind or you have any information on corruption in this office or if you are a victim of corruption in this office you can complain to the officer in charge (S.O./A.R./D.R./J.R) of the Section concerned/OSD/Dean in the Examination Wing of the University.
9. **DISCLAIMER:** It will be the sole responsibility of the student who is applying for Transcript to ensure that the application is complete in all respects with all the supporting documents. The student has to go through all the instructions carefully.



The Examination Branch shall not be responsible for any inconvenience caused or liability and/or loss incurred by the student.

**\* Important Instructions:**

- (i) Only one application can be processed with one registration.
- (ii) Student must decide whether to apply for Fast Track process before applying for original transcript online. Additional Fee is required to be paid on <http://fee.du.ac.in/> before going for filling the online application form. All additional fee receipts i.e., Fast Track Fee and Postage charges, are required to be attached with the marksheets and should not be older than 7 days from the date of filling the online application form.

Student must attach the priority evidence for Fast Track process with the marksheets else the application will be treated as normal application and shall be processed accordingly.

Full Name of all the subjects studied including optional subjects (if any) should be mentioned in the online application form. No abbreviations will be accepted. In the event of any doubt in the name of the subject/s, the College/Department/Faculty concerned/Course Syllabus may be consulted which will further delay the delivery of the Transcript. Any discrepancy/absence of name of subject will be considered as incomplete application. In case the Course Syllabus is not available, student can clearly write/type the programme/course studied and/or details of the paper code, paper title, maximum marks, obtained marks, subject credits, grade point and credit points earned as applicable and self-attested on a sheet of paper and upload under syllabus section.

Additional copies (maximum 5) needs to be mentioned at the time of submitting online application. Fresh application is required if more copies are needed subsequently.

Number of years will be calculated from the date of last examination passed. And additional postage charges are required to be paid if delivery of Transcript by post is requested at the time of application.

Online application for Transcript once completed cannot be later withdrawn to claim fee refund. Fee once paid cannot be adjusted under any other head. Also no request for updating the details will be entertained in any form after the fee is paid. Invalid/wrong applications will be rejected.

Following documents will be required to take delivery of Transcript personally:

- (i) *Copy of the acknowledgement receipt of the Online Application.*
- (ii) *Copy of the fee receipt for Transcript.*
- (iii) *A valid official id of the student issued by Government Authorities and carry the original for verification.*