

APPLICATION FOR ISSUANCE OF INTERIM AND DUPLICATE FINAL TRANSCRIPT

(This Form is to be used for issue of Interim Transcript or duplicate copies of Final Transcript after Free issue of Final Transcript)

To be filled by the student (please read instructions below before filling up)

Reg #: _____ Name of Student: _____ Father's Name : _____
 Program: _____ Session: Morning /Evening /Weekend E-mail: _____
 Year & Semester of passing the last Examination _____ Telephone #. (Res) _____ Mob: _____

Please tick / write in the appropriate block

Please Issue Original Transcript as indicated: **INTERIM** **FINAL (duplicate)** **No. of copies** **Urgent** **Ordinary**

Note: After receipt of the Application in the Examinations Department, delivery of the Transcript will be as under:

URGENT: within five working days **ORDINARY:** within ten working days (Fee details are mentioned in the instructions column)

I hereby undertake that I have cleared all dues and nothing is outstanding against me from any Department of the University.

Name of the student /graduate: _____ **Signature:** _____ **Date:** _____

Chairperson's Recommendation (only for interim Transcript): (please ensure nothing is outstanding against the student / graduate **including Labs**)

Recommended: Not Recommended: Date: _____ Chairperson's Signature & Stamp _____

Library Clearance(only for interim Transcript): (please ensure nothing is outstanding against the student / graduate)

Cleared, nothing is outstanding Not cleared due to _____
 _____ Date: _____ Librarian's Signature & Stamp _____

Registration Department Clearance (only for interim Transcript)

1. It is certified that all credentials required pertaining to confirmation of the above mentioned student's Admission have been received. **Name and Father's name of the student in the database has been verified and found correct. Moreover nothing is outstanding against the student.**

2. BHU ID Card has been returned by the student / graduate (if applicable): NA Yes No

Remarks (if any) : _____

Date : _____ Admission Officer Signature: _____ Office Stamp: _____

Student's Finance Office

1. Received a sum of Rs. _____ (Rupees _____) for issue of Ordinary / Urgent, _____ No. of copy / copies of the Transcript. Moreover all dues in respect of the above mentioned student / graduate are cleared and nothing is outstanding.

Date : _____ Accounts Officer's Signature: _____ Office Stamp: _____

Examinations Department (for office use only)

Application Received by (Name) _____ on (date) _____ Signature:- _____ Tentative date of delievery _____

Transcript prepared by _____ verified by _____ Transcript delivered on _____

Instructions for Student / Graduate:

- Before applying for issuance of original Transcript, please ensure that no liability of any Department, including Fee, is outstanding against you.
- If you have already obtained clearance from the Departments mentioned above, please attach copy of the same in lieu of the clearance.
- Transcript issuance Fee may be deposited through pay order (in the name of Barrett Hodgson University) or as specified by the Finance Office :
Urgent delivery a. **Final Transcript:** Rs 3000/- per copy b. **Interim Transcript :** Rs 2000/- per copy
Ordinary delivery a. **Final Transcript:** Rs 1500/- per copy b. **Interim Transcript :** Rs 1000/- per copy
- Forms containing incomplete / incorrect information will not be entertained.
- **Please deposit this form in the Examinations Department when clearance from all concerned has been obtained.**

Receipt for Student / Graduate- Application for Issuance of Interim / Final (duplicate) Transcript

Reg #: _____ Name of Student: _____ Class & Section : _____

Expected Delivery Date: _____ Signature of receiving person: _____ Name: _____ Office Stamp