



OFFICE OF THE CONTROLLER OF EXAMINATIONS
PRATAP UNIVERSITY:JAIPUR– 303104

(A). PROCEDURE FOR OBTAINING TRANSCRIPTS
(Required for Higher studies in foreign Universities)

1. Candidates shall apply for the issue of Transcripts in prescribed Application form available free of cost at the Transcript Section of the Office of the Controller of Examinations.
2. The Candidate should submit the duly filled in application form in Person / Person authorized by the Candidate (along with authorization letter and photocopy of the Government authorized proof of Identity of Person authorized) at the Transcript Section of the Office of the Controller of Examinations.
3. The Person who is submitting the Application form for Transcripts should come and collect the Transcripts, if not able to come and collect the Transcripts, an Authorized Person (Along with the Authorization Letter to collect the Transcript along with a photocopy of the Government authorized Proof of Identity of Person collecting Transcripts) can collect the Transcript at the Office of the Controller of Examinations.
4. The Candidate should have identified the Universities/Institutions for which the Transcripts are required. The names and addresses of the Universities/Institutions should be written on the official envelope for transcripts which will be supplied at the time of submitting the Application form.
5. The fee for issue of Transcripts is **Rs. 2500/-** (Rupees Two thousand five Hundred only) & second set onwards **Rs.500**(five hundred only) per set has to be paid in the form of Demand Draft drawn in favour of “Pratap university, University,Jaipur” payable at Jaipur.
6. The Candidates should bring the Photocopy of (both front and backside) Degree Certificate / Provisional Certificate (in case of student not awarded the degree), Consolidated Statement of Marks/Grades (if the programme is completed and passed), Statement of Marks/Grades (All the completed Semesters), One Passport Size Photo, One Proof of Identity, One Proof of Date of Birth (SSLC/HSC) of the above mentioned certificates in a suitable size envelope. One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations.
7. The Candidates will be issued the required number of Transcripts with marks/grades of all the completed semesters printed on a single sheet duly signed by the Attesting Officers.



Normal Time for the Issue of the Transcripts is as follows :

- **10 – 15 Working Days** excluding the day of submission

The Candidate / Person Authorized by the candidate should submit the filled-in Application for issue of Transcripts, along with required number of Photocopies and other documents to the Transcripts section of the office of the Controller of Examinations. They can collect the Transcripts and the envelopes after acknowledging the receipt in the Transcript Application form.

CONTROLLER OF EXAMINATIONS



NOTIFICATION ON ISSUE OF TRANSCRIPTS

The Procedure for the issue of Transcripts for the Students of Pratap university, Jaipur is as follows:

1. Photocopy of the latest statement of Grades/Marks (if Grades/Marks printed from the first semester till the latest semester) or individual semester statement of Grades/Marks (if semester wise statement of Grades/Marks are issued) or Consolidated Statement of Grades/Marks, photocopy of the Degree Certificate / Provisional Certificate (in case of student not awarded the degree) will be Attested by the Attesting Officers.

CONTROLLER OF EXAMINATIONS

OFFICE OF THE CONTROLLER OF EXAMINATIONS
PRATAP UNIVERSITY:: JAIPUR

TRANSCRIPT SECTION

FEES DETAILS OF VARIOUS CERTIFICATES

The following Certificates are being issued to the candidates on request and on payment of fees as given below. The candidates should apply for these certificates on request letter available in Transcript Section, **Controller of Examinations, Pratap university University, jaipur – 303104** along with **demand draft** for the required amount online deposit Bank Name: Oriental Bank Of Commerce, Account number: 09141132001324, IFSC Code: ORBCO100914, Branch Name: Sharada Nagar and one set of photocopies of the Transfer Certificate (in case of student completed the course), Bona-fide Certificate from the Head of the Institution (for current student), Degree Certificate / Provisional Certificate (in case of student not awarded the degree), Consolidated Statement of Marks/Grades or Individual semester statement of Marks/Grades (if consolidated statement of Grades/Marks not issued). These certificates will be issued within 4-5 **Working Days** excluding the day of submission of application. One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations.

SI. No.	Name of the Certificate	Fee
1	Medium of Instruction Certificate	Rs. 500/- Per Certificate
2	Certificate for conversion of GPA/CGPA into equivalent percentage	Rs. 1000/- Per Certificate
3	Certificate for the Month and Year of Award of Degree	Rs. 500/- Per Certificate
4	Certificate of Notification on Issue of Transcripts	Rs. 500/- Per Certificate
5	WES/CES/ICAS Academic Records Request Form / Academic Transcript Request Form / Transcript Evaluation Form etc. (The required format and required number with two copies of the format have to be submitted by candidate)	Rs. 500/- Per Certificate
6	Rank Certificate (if Rank is Above 50)	Rs. 500/- Per Certificate
7	Transcripts (Prescribed application form is available free of cost at the Transcript Section of the Office of the Controller of the Examinations)	Rs. 2500/- Per set



OFFLINE TRANSCRIPTS/COURIER CHARGES

Sl.No.	Name ofthecertificates	Revision of Fee Per Transcript/Certificate
1.	OfflineTranscripts	Rs.2500.00
2.	Other documents (CGPA to %,WES,Medium, Notification and DegreeAwardingletter)	Rs.2500.00
3.	OnlineTranscript(International) * (Applicable Shipment charges quoted bythe Courier agency for differentcountries).	\$ 20/- Plus*

PHOTOCOPIES OF CERTIFICATES REQUIRED FOR UPLOADING TO OBTAIN THE TRANSCRIPT AND OTHER DOCUMENTS THROUGH ONLINE AS FOLLOWS :

1. FOR APPLYING TRANSCRIPT:

- Photocopy of 10th Std or 12th Std Mark sheet or Birth Certificate.
- ID Proof (Photocopy of passport or Driving Licence or Aadhaar card or PAN Card or any Government valid ID)
- Photocopy of Consolidated Statement of Mark (CSM) / Consolidated Statement of Grade (CSG)
- Photocopy of Degree Certificate or Provisional Certificate * (Back to Back as it is in the original Certificate) * if Degree certificate not issued by the University.
- Photocopy of each semester Statement of Grade for current students.
- Passport size photo.

2. FOR APPLYING MEDIUM CERTIFICATE:

- Photocopy of Consolidated Statement of Marks/Consolidated Statement of Grades.
- Photocopy of Degree Certificate or Provisional Certificate (if Degree certificate not issued by the University).

3. FOR CGPA TO % CONVERSION CERTIFICATE:

- Consolidated Statement of Grade (CSG)
- Photocopy of Degree Certificate or Provisional Certificate (if Degree certificate not issued by the University).
- Photocopy of each semester Statement of Grade for current students.

4. FOR WES/CES/ICAS FORM AUTHENTICATION:

- Candidate has to download WES/CES/ICAS form from WES/CES/ICAS website after filling Part – A Section of WES/CES/ICAS form, the candidate has to upload to obtain the WES/CES/ICAS authentication from the University.
- Photocopy of Consolidated Statement of Mark (CSM) / Consolidated Statement of Grade (CSG).
- Photocopy of Degree Certificate or Provisional Certificate (if Degree certificate not issued by the University).
- Photocopy of Transfer certificate / Course completion certificate / Bonafide from the respective Institution.

5. NOTIFICATION - NON-ISSUANCE OF EACH SEMESTER MARK SHEET ATTESTATION:

- Consolidated Statement of Grade (CSG)
- Photocopy of Degree Certificate or Provisional Certificate (if Degree certificate not issued by the University).
- Photocopy of Statement of Grades and Bonafide from the respective Institution for current students

6. DEGREE AWARDING LETTER:

- Consolidated Statement of Grade (CSG)
- Provisional Certificate.
- Photocopy of Statement of Grades & Bonafide Certificate from the College for current students.

7. DELIVER OF DOCUMENTS:

- The Schedule time for the issue and Delivery of online transcript and other documents to the communication / personal address of candidate (if opted for courier facility) or collecting in person or through authorised letter of the candidate at the Transcript office, Controller of Examination, Pratap University, Jaipur – 303104.
- 15 – 20 WORKING DAYS*
- * The Transcripts and other Certificate documents will be made available after receiving the missing documents (if any) and on receipt of payment to the Controller of Examination, Pratap University, Jaipur – 303104.
- For Clarification if any, Please contact : 044 – 22357247, 22357265
- Email ID: coe@pratap.edu.in

Introduction of facility for online submission of requests for issue of duplicate Transcripts Procedure for:

A. Procedure for obtaining duplicate Transcripts

Those who are desirous of applying for issue of duplicate mark transcripts, can apply for the same on-line.

Issue of transcripts

s 500/- per set of transcript.

The transcript will be sent to the applicant or to any other authority as may be required by the applicant. In case the transcript is required to be sent to any authority outside India, an additional sum of Rs.1200/- per destination may be added to the above mentioned fee of Rs.500/- to meet the courier charges. Applicants other than students of ICAI are required to pay 18% GST on the application fee.

Printout of the online request.

Self attested copies of Entrance / Foundation / PE I / CPT / PE II / PCE / IPCE / Intermediate / Final examination mark sheet/s (both front and reverse side, wherever applicable) of all Examinations. In case the applicant has any completely negative/failed attempt/s in any



exam, he/she should indicate whether to exclude or include the same and send copies accordingly.

Self attested copies of Rank Certificate issued, if any.

Self attested copy of Associate Membership Certificate / Fellow Membership Certificate.

Prescribed Academic Request Form or any other Form duly filled in by the candidate, received from Foreign University/ies / Management Institution/s, if any to be sent alongwith transcript.

In case membership certificate is also required to be attested, kindly get in touch with here the information submitted is complete in all respects, the duplicate mark sheet/pass certificate would be provided within 3 weeks of the receipt of the documents complete in all respects. Transcripts would be provided within 2 weeks of the receipt of complete set of documents. M&SS section on their email: sarita.madan@icai.in and/or mss@icai.in