

**PRATAP UNIVERSITY
JAIPUR**

**TRANSCRIPT SECTION
OFFICE OF THE CONTROLLER OF EXAMINATIONS
APPLICATION FOR ISSUE OF THE TRANSCRIPTS**

1. CANDIDATE NAME: 2. Enroll/Reg.No.:
3. BRANCH OF STUDY: 4. YEAR OF STUDY:
5. ADDRESS: 6. NAME OF THE COLLEGE:
7. Contact Phone No./Cell No.
8. No. of sets of Transcripts required :
9. Certificates for which Transcripts are required Consolidated Mark Sheet
(Please tick whichever is required) Provisional Certificate
Degree Certificate
10. Whether sufficient photocopies are produced
(Neat and legible copies with sufficient space
at the bottom of the certificates for
attestation to be provided) : Yes / No
11. Payment Details:
i) D.D. No. and Date
ii) Name of the Bank
iii) Amount of Fee paid (Rs.2500/- per set per Cover)

Signature of the Candidate /
Authorised person with date

Received the Transcripts with attested cover

Signature

Date :

Normal time for issue of Transcripts

10-15 Working Days

P.T.O.



PRATAP UNIVERSITY JAIPUR

OFFICE OF THE CONTROLLER OF EXAMINATIONS PROCEDURE FOR OBTAINING TRANSCRIPTS

(Required for Higher Studies in Foreign Universities)

1. The candidate shall apply for the issue of Transcripts in the prescribed application available with the Transcripts section under the office of the Controller of Examinations.
2. He / She should submit the filled application in person at the Transcripts section under the office of the Controller of Examinations.

Note :If he/ she could not come in person he /she shall send it through his/ her parents / authorized person (along with a letter authorizing them to receive the Transcripts on his / her behalf.

3. A passport size photo of the candidate and photocopy of Xth or XII Mark Sheet should be enclosed with the application.
4. The fee for issue of Transcripts is Rs.2500/- (Two thousand five hundred Only) drawn in favour of Pratap university, Jaipur per set per cover.

Bank Name: Oriental Bank Of Commerce

Account number: 09141132001324

IFSC Code: ORBCO100914

Branch Name: Sharada Nagar

5. The candidate should bring with him / her the photocopy of certificates of Degree, Grade / Mark sheets etc., along with A4 size envelop (1 No.)
6. The applicant should identify the Universities for which he/ she wants to apply.
7. Identity proof (Driving License, Passport, Voter ID, Pan Card, Aadhar Card) should be produced at the time of collection of Transcripts.