



PEOPLE'S UNIVERSITY, BHOPAL (MP)

(APPLICATION FOR THE ACADEMIC TRANSCRIPT)

To,
Controller of Examinations,
People's University,
Bhopal (M.P.) -462037

Sir,
I request you to kindly issue me Academic Transcript. The details of my completion of course are as

| | | | | |
|---|-------------------------|--------------------------------|------------------------------|----------------------|
| 1. Enrollment Number | : | | | |
| 2. Name of Applicant | : | | | |
| 3. Contact No. | : | | | |
| 4. E-mail Address | : | | | |
| 5. Address | : | | | |
| 6. Father's Name | : | | | |
| 7. Course | : | | | |
| 8. Specialization | : | | | |
| 9. Faculty / Institute | : | | | |
| 10. Department / Branch | : | | | |
| 11. Academic Detail (Attach Self Attested Copy) | Year /Sem./Prof. | Month / Year of Passing | Marks Received / SGPA | Maximum Marks |
| | I | | | |
| | II | | | |
| | III | | | |
| | IV | | | |
| | V | | | |
| | VI | | | |
| | VII | | | |
| | VIII | | | |
| | IX | | | |
| | X | | | |
| Grand Total : | | | | |
| Percentage / CGPA : | | | | |
| Division: | | | | |

| | | |
|---|--------------|---|
| 12. Internship Details (Attach Self Attested Copy of Internship Completion Certificate) | From: | To: |
| 13. Thesis / Dissertation Topic | : | |
| 14. Name of Guide | : | 15. Name of Co- Guide (if Any) : |

16. Collection of Academic Transcript (Please tick as appropriate)

a. Collected in person by me

b. Sent through Registered / Speed Post (Provide Full Address)

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17. No of Copies and Fee Details

a. Number of Academic Transcript Required.....

b. Amount.....Receipt No..... Dated.....

(Signature of Applicant)

Date:

Place:.....

18. Forwarding Certificate (To be verified by the Dean Faculty /Head of the institute last attended by the applicant in this University)

The details filled by the applicant is certified and the application of (Name).....
of (Course / Program) is
 forwarded for issue of Academic Transcript.

(Signature of Dean Faculty / HOI with seal)

Date:

Place:.....

-----X-----

19. Instructions for the Applicant

- Application for the Academic Transcript should be made in the prescribed form and prescribed fee.
- The applicant form should be submitted through the Dean Faculty / HOI where the student was enrolled.
- Academic Certificate is issued on the basis of record maintained by University.
- The fee prescribed for the issue of Academic Transcript has to be remitted in Institute Accounts only as notify by the CFAO, People's University and attach the copy of it.
- The application form must be completed in all respects giving full particular. Incomplete form will not be entertained and it will result in delay for issuing the Academic Transcript.