



UNIVERSITY OF HYDERABAD

Gachi Bowli, Central University (P.O) Hyderabad-500046
O/o The Controller of Examinations :: Examination Section

Application Form for obtaining Official Transcripts

To
The Deputy Registrar
University of Hyderabad
Sir,

Date:

Kindly arrange for issue of Official Transcripts for the following certificates, which were issued by the University of Hyderabad for the courses pursued by me during the academic session mentioned against them for the purpose of applying for higher studies at abroad/other purpose.

Sl.No.	Reg. No.	Name of the Marks Memo/Degree Certificates	Course/Subject	Year Passing	No. of Copies
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Name of the University and Institution intends to apply

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|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

Necessary fee of Rs. _____ for issue of _____ copies of Official Transcripts (Rs.100/- per each transcripts) has been paid by me for which counterfoil of the challan is enclosed for your ready reference.

Further, the following are also enclosed herewith

1. Required Xerox copies of the certificates
2. Originals for Verification
3. Envelopes after Writing From & To address in full with Pen for sealing them after Signature and to arrange for dispatch by me.

Full Address: _____

Yours faithfully,

Signature

Date:

(For Office Use Only)

Verified with the Originals, May Please be attested

Dealing Assistant

Asst. Registrar

Deputy Registrar (A&E)