



SRI VENKATESWARA COLLEGE

UNIVERSITY OF DELHI

Application Form for Issue of Official Transcript/Verification of Education Certificate (s)/Document (s)

Note:- PLEASE READ INSTRUCTIONS GIVEN CAREFULLY BEFORE APPLYING.

1. Name of Candidate (In Block Letters) _____
2. Father's Name : _____
3. Mother's Name : _____
4. College Roll Number : _____
5. University Enrolment Number : _____

6. Particulars of Examinations Appeared/Passed. Please attach self-attested copies of all the marks sheets and or Provisional Certificate issued by the college.

Examination	Year of Passing	Annual/ Semester	Examination Roll No.	Result	Marks Obtained	Division

7. Subjects/Papers offered (Mention Paper No. & Title of the Papers/Subjects in the case of Official Transcript (s). Please attach an additional sheet, if required.

Part/ Semester	Paper No /Paper Code	Title of the Paper

8. Postal Residence Address: _____

9. Number of additional copies of Official Transcript required _____

10. Have you applied for transcript earlier, if so, please mention the Reference Number & Date _____

11. Write (in block letters) the name (s) with full addresses of the University for which Official transcript (s) are to be addressed:-

1.

2.

3.

4.

12. Telephone (Mobile): _____

Residence: _____.

Declaration by the Applicant :-

I....., hereby declare **that all the information furnished by me are true, complete and correct in all the respects.** I shall be liable for any disciplinary /legal action to be initiated by the college, in case the information/certificate (s)/document (s) submitted by me for issue of Official Transcript (s) is/are found to be forged/unauthentic/fake which include/includes certificate relating to Education/SC/ST/OBC/ECA/Sports/Physically Disabled/Armed Forces/Foreign National etc.

INSTRUCTIONS TO THE CANDIDATES :- Please go to College Website i.e. www.svc.ac.in and follow the procedure for issue of Official Transcript/Verification of Certificate(s)/document(s) for the needful..

Mode of Payment of Fee:- The requisite fee can be paid by Credit Card/Debit Card/Net Banking/Wallet/UPI. A copy of fee payment receipt shall be required to be submitted for further necessary action.

(Signature of the applicant with Date)

Remarks of the Dealing Assistant (Administration) ::

Remarks of the Dealing Assistant (Accounts) ::