



# JAMIA MILLIA ISLAMIA

Cashier Please  
Accept Rs. ....

## Application Form for Issue of Official Transcript

Passport Size  
Photograph

- Note: 1. Payment is to be made between 9:30 a.m. to 12:30 p.m.  
2. Please read instruction given overleaf carefully before apply.

1. Name of Candidate.....  
(In Block Letter)
2. Father's Name .....
3. Name of Examination Passed ..... Part-I/II/III/IV (Annuat Comptt.)
4. Year of Passing the Examination..... Roll No..... Result .....
5. Subject/s Offered .....
6. Local Residence .....
7. Have you applied for transcript earlier, if so, please mention the No. & Date .....
8. Local Telephone if any..... Residence.....

**Note:** Write (in block letters) the name/s with full addresses of the University/ies for which official transcript/s are to be addressed.

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <p>1. _____<br/>_____<br/>_____</p> | <p>2. _____<br/>_____<br/>_____</p> |
| <p>3. _____<br/>_____<br/>_____</p> | <p>4. _____<br/>_____<br/>_____</p> |

Date \_\_\_\_\_

(Signature of the applicant)

(Read Instruction at Page-2)  
For Office Use

The particulars regarding the above examinations mentioned by the students have been verified from the records and found correct.

S.No.	YEAR	ROLL NO.	EXAMINATION PASSED	MARKS OBT.	RESULT	DIVISION	PARTICULAR VERIFIED BY

D.A. \_\_\_\_\_ S.O. \_\_\_\_\_

## **READ INSTRUCTIONS BEFORE FILLING UP THE FORM**

1. No transcript will be issued to any applicant until/unless the student the student encloses a copy of the letter of the foreign university for which transcript is sought. The candidate is also requested to mention the name of the foreign university with full address/es, where he/she wants to apply. No transcript will be issued without any address of the foreign university.
2. Write your Name, Roll no. Name of exam, Year in which passed, subject etc. correctly and legibly.
3. The required transcript will be issued after a period of fifteen working days (two weeks or so) excluding Saturday/Sunday and other holidays from the date of submission of application prescribed fee of Rs. 200/- per copy of transcript.
4. One photocopy of the Mark sheet of the Final Examination may be enclosed with the application form for which transcript is required.
5. The candidate is required to enclose a photocopy of the Mark sheet of each year.
6. The result of the student i.e. name, examination, year, mark obtained and division will be verified by this office and the same will be delivered to the student in a sealed envelop after weighing the same from the Post Office, Jamia Millia Islamia, New Delhi-110025 after obtaining the same from this office.

Received Sealed Envelop/s

Signature of the Applicant

Please write full name with date

And residential address below