



THE GANDHIGRAM RURAL INSTITUTE (DEEMED TO BE UNIVERSITY)

Ministry of Education (Shiksha Mantralaya), Government of India

Accredited by NAAC with 'A++' Grade (4th Cycle)

Gandhigram, Dindigul District, Tamil Nadu - 624 302, India

APPLICATION FOR THE ISSUE OF THE TRANSCRIPTS

(To be filled by the applicant only)

1. Name of the Candidate:
2. Register Number:
3. Programme of Study:
4. Year of Study:
5. Complete Postal Address with Pin code:
6. Mobile Number & E-mail Id:
7. Purpose for which Transcripts are required:
8. Number of sets of Transcripts required:
9. Certificates for which Transcripts required: Consolidated Statement of Grades ☐
Degree Certificate ☐
(Please tick whichever is required)
10. Whether Originals of the above Certificates have been attached : Yes / No
11. Whether sufficient Photocopies are attached (Neat and legible : Yes / No
copies with sufficient space at the bottom of the certificates
for attestation to be provided)
12. Whether proof for Date of Birth, Father's Name and : Yes / No
Mother's Name are attached
13. Payment Details:
Demand Draft Number and Date / Challan :
Name of the Bank :
Amount of fees paid :

Signature of the Applicant with date

(For Office use only)

Received the Transcripts in sealed cover

Received all original certificates

Signature:

Signature:

Date:

Date:

Serial Number of Transcript Certificate Issued:

Transcript Number:

Date of Issue:



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PROCEDURE FOR OBTAINING TRANSCRIPTS

(Required for Higher Studies in Foreign Universities/Employment)

1. Candidates shall apply for the issue of Transcripts in the prescribed application only. It Can be downloaded from Institute Website: www.ruraluniv.ac.in.
2. The application for transcripts can be filed only for self and not for and on behalf of others including the offsprings.
3. Application should be submitted in person or through an authorized person (along with a letter authorizing him/her to receive the transcripts on his/her behalf) at the Office of the Controller of Examinations.
4. The fee for issue of transcripts is **Rs. 250/- (Rupees Two Hundred and Fifty only)** for each copy of anyone of the Certificates, (i.e.) Consolidated Statement of Grades/Degree Certificates issued by the Registrar/Controller of Examinations payable by Demand Draft drawn in favour of "The Registrar, Gandhigram Rural Institute - Deemed to be University, Gandhigram - 624 302" payable at Gandhigram. Payment can also be made by challan at Gandhigram Rural University Branch of Canara Bank in Account Number: 8500101010000 (IFSC Code: CNRB0008500).
5. The applicant should produce required number of complete good quality photocopies of the certificates (Consolidated Statement of Grades/ Degree Certificate) for which transcripts are required.
6. The applicant should submit the filled-in application along with i) Demand Draft ii) Original certificate iii) Photocopies and iv) One Recent color passport size photo v) Proof for Date of Birth, Father's Name and Mother's Name to the Office of the Controller of Examinations. The authorized signatory will sign the Transcript & envelopes (in which the Transcripts are put and sealed) and the individual can collect the Transcript after acknowledging the receipt of the Transcript Covers.

Serial Number:



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TRANSCRIPT CERTIFICATE

Name of the Candidate :

Gender :

Date of Birth :

Father's Name :

Mother's Name :

Nationality :

Register Number :

Programme Studied :

Medium of Instruction :

Period of Study :

Month and Year of Passing :

Affix your
Passport size
Photograph

This is to certify that the above-mentioned student has completed the programme of study in The Gandhigram Rural Institute (Deemed to be University). The attested copies of Consolidated Statement of Grades / Degree Certificate is enclosed.

Date:

CONTROLLER OF EXAMINATIONS