For Office Use Only
Date.....

Transcript No.:



WEST BENGAL STATE UNIVERSITY Berunanpukuria, Malikapur, Barasat, Dist-24 Pgs(N), Kolkata – 700126

APPLICATION FOR ISSUE OF TRANSCRIPT

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1. Degree Received :

2. Name(As per Madhyamik Admit Card in Block Letters ; Leave one blank between	words)
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3. Correspondence Address (Block Letters) :

											Pin Code						

4. Contact Phone No :

(with area code)

- 5. Mobile No.
- 6. Name of the College :
- 7. Date of joining the College :
- 8. Date of Completion of the Course :
- 9. No. of Universities Applied :
- 10. No. of Copies of the Transcripts required :

Signature of the Applicant

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Certified that the contents given above have been verified and found correct as per our records.

Date :

Signature of the Principal

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INSTRUCTIONS TO THE CANDIDATE

- **1.** A Candidate applying for Transcripts should forward his/her application through the Principal/Head of the concerned College/Department.
- 2. A Photo copy of the Marksheets for all 3 years / all Semesters with the Registration Certificate duly verified and attested by the Principal of the Concerned College/ Head of the Department of the University. Students should apply at least a month in advance. Transcript will not be sent by Post.
- 3. The fees for issue of Transcript are to be paid through online transaction <u>(Click wbsuregistration in Google. Open Fees Payment options then click the other fees option and put your Registration no. and the year for payment)</u> in the following rates :

One to Five copy: Rs. 1000/-

Additional Copies: Rs. 250/- Per Copy