

**VINAYAKA MISSION'S RESEARCH FOUNDATION,
SALEM
(Deemed to be University), SALEM, TAMILNADU**

Application for Transcript

For issue of each of the set of Transcript Rs. 1000/- + postal charges Rs.2500 for other countries

Details of online payment (To be
filled in by the candidate
Name and place of the bank

.....

Date of payment:

.....

Amount Rs.

.....

Candidates should read the instructions very carefully before filling in the columns.
Any the column left blank will cause delay in issuing the certificate.

1. Name as registered in the University records

(In Block Letters) :

2. Sex : Male / Female

3. Date of Birth :

4. Name of the programme passed
with Register no :

5.Branch / specialty :
studied

6.Month & year of passing
the final Examination :

7. College in which :
last studied

8. Address of the candidate:

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.....
.....

(In Block Letters)

9. Number of sets of transcripts
required :

10. Transcripts required for

Grade / Mark Statements (all semesters/ years)

Consolidated statement of grades/marks
Provisional Pass Certificate

Degree Certificate

Others if any (to be mentioned)

11. Whether attested photo Copy of the
above certificates have been
produced

: Yes / No

Date

Signature of the
candidate

General Instructions:

1. Candidates should apply for the issue of Transcripts in prescribed application form available at the University website.
2. The candidate should submit the duly filled in application form in person / by the person authorized by the candidate at the office of the Controller of Examinations.
3. The person who is submitting the application for transcripts should come and collect the transcripts. If not able to come and collect the transcripts, an authorized person can collect the transcript at the office of the Controller of Examinations.
4. The candidate should have identified the Universities/Institutions for which the transcripts are required. The name and address of the Universities/Institutions should be written on the official envelope (stamped) for transcripts and to be submitted along with the application(Compulsory).
5. Candidates need to submit attested photo copy of the certificates for which the transcript is needed.
6. The fee for issue of transcript per set is Rs. 1000/ (Rupees one thousand only) and for outside India, Rs. 2500/- extra for postage per set has to be paid in the form of DD/ Net banking/ Challan to the account details mentioned below

Name of the account: VMRF(DU) Examination Account
Account no : 188702000000294
IFSC code : IOBA0001887
Branch : Ariyanoor, Salem.

7. Transcript shall be issued within 7 working days excluding the day of submission.
8. Fee once paid will not be refunded under any circumstances.