



SHRI VISHWAKARMA SKILL UNIVERSITY

(A State Skill University, setup by an Act of Legislature in 2016)

Application Form for Issuing of Official Transcript

Note: PLEASE READ INSTRUCTIONS GIVEN OVERLEAF CAREFULLY BEFORE YOU APPLY

1. Name of Candidate (In Block Letters) Mr/Ms _____
2. Father's Name _____
3. Mother's Name _____
4. University Registration no. _____
5. University Roll no. _____
6. Program Name _____
7. Specialization _____
8. Name of college, if affiliated college _____
9. Number of Sets Transcripts required _____
10. Mode of Delivery (By Hand / By Post) _____
11. Email id _____ Phone no. _____
12. Permanent Address of the Student _____

13. Purpose of Transcript (Foreign study/ PR etc.) _____

14. Particulars of Examinations Appeared (Please attach copies of all the mark sheets) (add extra sheet if required)

Detail of the Educational Qualification:

Semester Passed*	Month of passing	Year of Passing	Maximum Marks	Marks Obtained	SGPA

* Attach copy of the marks sheet of each semester.



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Details of Re-appear, if any:

Semester	Subject(s) name with code	Month and year in which to be passed	Month and year in which passed

Fees deposited Rs. _____ Transaction ID _____

UPI/ UTR ID _____ Dated: _____

Address on which transcript is to be sent along with mobile no. (to be filled in by the candidate), if opted the delivery mode by Post.

(fill complete and correct address)

1. Address _____

2. Address _____

3. Address _____

(Please fill address 2 and 3, if more than one set is required)



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I solemnly declare that the particulars filled in by me are correct and in case any discrepancy is found therein, I shall be responsible for the consequences.

Signature of applicant

Dated: _____

Enclosure (Self attested) :

1. _____
2. _____
3. _____
4. _____

Signature of applicant

Dated: _____

For Official Use

Result checked and found correct and Fees verified.

Signature of the Official _____



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INSTRUCTIONS

1. The Particulars of the student given in the form should correspond with those appearing in the certificate issued to him/her from time to time. The application form must be signed by student and in no case by someone else on his/her behalf.
2. Photocopies of all the mark sheets(self-attested) of the Examinations taken by the candidate be enclosed with the application form.
3. It may take 25-30 working days to issue the requested transcript from date of the submission of the application with prescribed fee, if all provided information/documents are correct.
4. The delivery of the Transcripts will be made in person to the Candidate or to his nominee, authorized in writing, at the University Office during working hours.
5. If required by post, application should enclose a self-addressed envelope with requisite postal charges.
6. Prescribed fee is as follows: -
 - a. For the First set of the Transcripts:

Rs. 500/- per semester within 6 years
Rs. 1000/- per semester after 6 years
 - b. Additional copies of the Transcripts:

Rs. 200/- per copy/per semester (along with the first set of original Transcripts)
 - c. Postal charges per set of the Transcript:

Within India Rs. 200/-
Outside India Rs. 1500/-
7. Please note that the additional copy charges are applicable only in case the copies are requested at the time of original Transcript and not at a later stage.
8. The number of year will be calculated from the last examination passed.