



Sri Guru Ram Das University of Health Sciences, Sri Amritsar

Application for Issuance of Transcripts and Verification of Qualifications

(To Be Filled In Strictly By the Candidate Only)

(SEE INSTRUCTIONS OVERLEAF)

S No.	Particulars	Details					
1	Name of Course						
2	Name of College						
3	University Registration No.						
4	Student Name						
5	Father's Name						
6	Mother's Name						
7	Type of Documents Required (Pls Tick)	Transcript and Verification of documents DMC's/ Certificates/ Diploma/ Degree.					
8	No. of Copies required						
9	Reason for applying						
10	Fee Detail (Pay Fee only through University Online System)	Online Ref./ID No.: _____ DOB: _____ Date _____ Amount: _____ (Please Enclose printed e-receipt of online payment)					
11	Address, Email & Mobile No of the student	_____ _____ _____ E-Mail Address : _____ Mobile No. : _____					
12	Name and Full Address of the Institution for Dispatch of Documents	_____ _____ _____ E-Mail Address : _____					
Detail of examination passed :							
13	S. No.	Name of Examination	Session/ Year	Roll No.	Marks Obtained	Max Marks	Name of the College
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						

Note: (Mode of Payment:- Payment through Demand Draft in favor of Registrar, SGRDUHS)

I hereby authorize Mr./Ms. _____ to collect the above said documents from the university, Personally, his/her signature are as under: (If documents are to be collected on behalf of the candidate).

(Signature of the authorized Person)

Date _____

Full Signature of the Applicant

IMPORTANT INSTRUCTIONS

1. Attach photocopy(ies) each of certificates/diploma/Degree of all the Examination passed.
2. The fee will be charged separately for each Institution/University and afresh, each time, if an application is made for the purpose.
3. The full postal expenses - for dispatch of Transcripts/Photocopies of certificates/Diploma/Degree shall be borne by the applicant only.
4. The applicant himself/herself/ through his/ her authorized person may receive the transcript/ attested qualification /photocopies of DMCs/Certificate/Degree etc. from the University, personally, which would be given in a sealed envelope addressed to the concerned Institute/Organisation.
5. **Please bring your original identity card (Passport/Aadhar card etc.) for verification of documents if coming personally. Otherwise fees will be charged 100 US dollar + GST.**
6. Detail of fee is as under:

<u>S No</u>	<u>Details</u>	<u>Amount</u>
1.	Fee for application Performa	Rs. 50.00
2.	* Fee for transcript (each time) One Set	Rs. 6500.00*+ GST
3.	* Fee for verification of qualification including DMCs/ Certificate/ Diploma/ Degree (each time) One set	Rs. 6500.00*+ GST
4.	Fee for transcripts/verification of qualification attestation of Photocopies of DMCs/Certificates/ Diploma/Degree/ Syllabi for candidate residing abroad (each time) (Maximum 3 sets of single address)	US Dollar(\$) 100 or equivalent in Indian rupees + GST
5.	Postal expenses for sending transcripts/verification of Qualification. Attested photocopies of DMCs/certificate/ Diploma/Degree (for each Institute Each time)	<p><u>Within India</u> Rs. 100.00 OR Actual expenses whichever is higher + GST.</p> <p><u>Outside India</u> For Regd. Letter :- US Dollar(\$) – 10 + GST For Speed Post :- US Dollar(\$) – 30 + GST</p>

Note : * Please bring your original identity card (Passport/Adhar card etc.) for verification of documents if coming personally. Otherwise fees will be charged 100 US dollar + GST.