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1. Name of Candidate (in Block Letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Father’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Mother’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Faculty/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. University Enrollment No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Particulars of Examination Passed. (**Please attach copies of all the mark sheets**):

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| --- | --- | --- | --- | --- | --- |
| Examination  | Year/Semester | Year of Passing  | Result | Marks obtained | Division/Grade |
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1. Mailing address:

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| --- |
| Name :  |
| Address: |
|  |
| Pin Code No.: Mail ID: Mob. No.  |

(Signature of Applicant)

**FOR OFFICE (ACCOUNT SECTION) USE ONLY**

Received a Sum of Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only through Cash/Bank Draft/Money transfer in account of Himgiri Zee University, Dehradun at Punjab National Bank, Yamuna Colony, Dehradun A/C No. – 3968002100013368, IFSC Code- PUNB 0396800 and entered in Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accountant

**INSTRUCTIONS**

1. All public dealings are made from 9:30 A.M. TO 4:30 P.M.
2. 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 some else on his/her behalf.
3. Photocopies of all the mark sheets of the Examination taken by the candidate be enclosed with the application form.
4. The required transcript will be issued after a period of seven days excluding Saturday/Sunday.
5. The delivery of the Certificate will be made in person to the Candidate or to his nominee, authorized in writing, at the University Office during working hours.
6. The prescribed fee is as follows:

Rs. 1000/= only (Rupees One Thousand only) per copy

Rs. 500/= only (Five Hundred only) for each additional copy

1. 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.

Received documents,

                    Signature of the applicant