RAVENSHAW UNIVERSITY
CUTTACK

Transcript

Candidate applying for Transcript has to download the following form for Transcript on A4 size paper only and send the filled in form complete in every aspect to the Controller of Examinations along with attested photo copies of marksheets, demand draft / Money receipt (which can be collected by depositing the requisite fees in the University Counter) for **Rs. 500/-** (2 copies) (Additional postal charges of **Rs. 500/-** are to be paid by abroad addressees)

The demand draft should be drawn in favour of Ravenshaw University, Cuttack payable at Cuttack only.

Transcript will be sent to the designated address directly or the candidate can collect the same from the Examination Section Counter after one week of the date of filling up the application form.

Download form in MS WORD format

RAVENSHAW UNIVERSITY
CUTTACK

Application for Transcript

Date : / /201 .

To

The Controller of Examinations,
Ravenshaw University, Cuttack
Orissa, India

Sub : **Issue of Transcript**

Sir,

I have passed the _____ examination held by the Ravenshaw University in _____ 19….. / 201…. . My Enrollment Number/ Examination Roll No is _____. Attested Xerox copies of marksheet is enclosed herewith. Kindly issue me _____ copy/copies of the Transcript. I am ready to pay prescribed fee by cash/demand Draft.

The relevant particulars are given below.

Thanking you,

Yours faithfully,

(Signature of the candidate)

1. Name in full : _____
   (Beginning with surname in block letters as written on the Marksheet of final year examination)
2. Male/Female : _____
3. Address for communication : _____

   _____

5. Email address : _____
6. Mobile No : _____

First Year (1st Semester) of _____ Examination.

Month & Year of Exam.	Paper Code	Subject	Full Mark	Mark Secured

First Year (2nd Semester) of _____ Examination.

Month & Year of Exam.	Paper Code	Subject	Full Mark	Mark Secured

Second Year (3rd Semester) of _____ Examination.

Month & Year of Exam.	Paper Code	Subject	Full Mark	Mark Secured

Second Year (4th Semester) of _____ Examination.

Month & Year of Exam.	Paper Code	Subject	Full Mark	Mark Secured

Third Year (5th Semester) of _____ Examination.

Month & Year of Exam.	Paper Code	Subject	Full Mark	Mark Secured

Third Year (6th Semester) of _____ Examination.

Month & Year of Exam.	Paper Code	Subject	Full Mark	Mark Secured

Total Marks: /

Class :

Signature of Candidate