

## APPLICATION FOR ISSUANCE OF INTERIM AND DUPLICATE FINAL TRANSCRIPT

**(This Form is to be used for issue of Interim Transcript or duplicate copies of Final Transcript after Free issue of Final Transcript)**

**To be filled by the student (please read instructions below before filling up)**

Reg #: \_\_\_\_\_ Name of Student: \_\_\_\_\_ Father's Name : \_\_\_\_\_  
 Program: \_\_\_\_\_ Session: Morning /Evening /Weekend E-mail: \_\_\_\_\_  
 Year & Semester of passing the last Examination \_\_\_\_\_ Telephone #. (Res) \_\_\_\_\_ Mob: \_\_\_\_\_

**Please tick / write in the appropriate block**

Please Issue Original Transcript as indicated: **INTERIM**  **FINAL (duplicate)**  **No. of copies**  **Urgent**  **Ordinary**

**Note:** After receipt of the Application in the Examinations Department, delivery of the Transcript will be as under:

**URGENT: within five working days ORDINARY: within ten working days (Fee details are mentioned in the instructions column)**

**I hereby undertake that I have cleared all dues and nothing is outstanding against me from any Department of the University.**

Name of the student /graduate: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chairperson's Recommendation (only for interim Transcript):** (please ensure nothing is outstanding against the student / graduate **including Labs**)

Recommended:  Not Recommended:  Date: \_\_\_\_\_ Chairperson's Signature & Stamp \_\_\_\_\_

**Library Clearance(only for interim Transcript):** (please ensure nothing is outstanding against the student / graduate)

Cleared, nothing is outstanding  Not cleared due to \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_ Librarian's Signature & Stamp \_\_\_\_\_

**Registration Department Clearance (only for interim Transcript)**

1. It is certified that all credentials required pertaining to confirmation of the above mentioned student's Admission have been received. **Name and Father's name of the student in the database has been verified and found correct. Moreover nothing is outstanding against the student.**

2. BHU ID Card has been returned by the student / graduate (if applicable):  NA  Yes  No

Remarks (if any) : \_\_\_\_\_

Date : \_\_\_\_\_ Admission Officer Signature: \_\_\_\_\_ Office Stamp: \_\_\_\_\_

**Student's Finance Office**

1. Received a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) for issue of Ordinary / Urgent, \_\_\_\_\_ No. of copy / copies of the Transcript. Moreover all dues in respect of the above mentioned student / graduate are cleared and nothing is outstanding.

Date : \_\_\_\_\_ Accounts Officer's Signature: \_\_\_\_\_ Office Stamp: \_\_\_\_\_

**Examinations Department (for office use only)**

Application Received by (Name) \_\_\_\_\_ on (date) \_\_\_\_\_ Signature:- \_\_\_\_\_ Tentative date of delivery \_\_\_\_\_

Transcript prepared by \_\_\_\_\_ verified by \_\_\_\_\_ Transcript delivered on \_\_\_\_\_

**Instructions for Student / Graduate:**

- Before applying for issuance of original Transcript, please ensure that no liability of any Department, including Fee, is outstanding against you.
- If you have already obtained clearance from the Departments mentioned above, please attach copy of the same in lieu of the clearance.
- Transcript issuance Fee may be deposited through pay order (in the name of Barrett Hodgson University) or as specified by the Finance Office :  
**Urgent delivery** a. Final Transcript: Rs 3000/- per copy b. Interim Transcript : Rs 2000/- per copy  
**Ordinary delivery** a. Final Transcript: Rs 1500/- per copy b. Interim Transcript : Rs 1000/- per copy
- Forms containing incomplete / incorrect information will not be entertained.
- **Please deposit this form in the Examinations Department when clearance from all concerned has been obtained.**

**Receipt for Student / Graduate- Application for Issuance of Interim / Final (duplicate) Transcript**

Reg #: \_\_\_\_\_ Name of Student: \_\_\_\_\_ Class & Section : \_\_\_\_\_

Expected Delivery Date: \_\_\_\_\_ Signature of receiving person: \_\_\_\_\_ Name: \_\_\_\_\_ Office Stamp \_\_\_\_\_