



Sanchi University of Buddhist-Indic Studies

PROCEDURE FOR GETTING TRANSCRIPT

1. In order to get Transcript, the students are required to submit an application in person forwarded from Dean/Head of Department, addressed to the office of Controller of Examinations, Sanchi University of Buddhist-Indic Studies, Raisen along with following documents :
 - a. Photo copy of all mark sheets including failed mark sheets arranged in chronological order,attested by Dean/Head of Department.
 - b. Payment Receipt (Online Payment through University website – www.sanchiuniv.edu.in)
 - c. Envelopes (number of envelopes required is as per the number of transcripts required)
2. The fee for issue of transcripts is Rs.100/- per copy.
3. Mode of Payment: Online Payment mode available on the University website.
4. The application along with all required documents should be submitted at the Counter of Student Section of the University.
5. The Transcripts will normally be issued within 15 working days of receipts of complete application supported with documents. However, any compelling circumstances, no specific time frame in issuing Transcripts(s) can be given. The individual can collect the Transcript in sealed cover from Students Section of the University.
6. Letter of Authority in original along with the ID proof of the person authorized in case the applicant is deputing some person to receive the Transcripts on his/her behalf.

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

1. Please furnish the name (IN BLOCK LETTERS) as per the Sanchi University of Buddhist-Indic Studies record.
2. Guardian's Name: - Please furnish the name of the guardian as printed on your 10th Standard Mark sheet/ Grade report.
3. Address: - Please furnish the detailed address (in BLOCK LETTERS) stating the Pin code, State, Country, etc to which the communication may be sent.
4. Date of first admission should be authenticated or confirmed by the Department concerned. (In SL No. 4)
5. Date of Birth: - Please furnish the date of birth as printed on your 10th standard Mark sheet/ Grade report.
6. Phone No:- With STD Code in case of Place with in India and Country code in case of a country other than of India.
7. Please furnish the address of University, Email, Fax no, website where the certificate(s) is /are to be sent (attach Separate sheets if required)
8. Details of examination(s) passed/ appeared in the Sanchi University must be filled correctly in chronological order.
9. Photocopy of all Grade reports duly attested by Dean/Head of Department must be enclosed in chronological order.

Controller of Examinations
Sanchi University of Buddhist-Indic Studies



Sanchi University of Buddhist-Indic Studies

Application Form for Issue of Transcript

(Please read instructions given overleaf carefully before applying)

To,

The Controller of Examinations,
Sanchi University of Buddhist-Indic Studies
Raisen, Madhya Pradesh (India)
Pin - -464551

Respected Sir,

I,.....wish to apply for Transcript(s). My details for the transcript are as follows :

1.	Name (Furnish the name in BLOCK letter, as per record)											
2.	Father's /Guardian's name (As printed/ recorded in your 10 th Marksheets/Grade Report)											
3.	Address (Where the acknowledgment/other communication may be sent)											
4.	Date of admission to SUBIS											
5.	Gender	6. Date of Birth (As printed recorded on your 10-Mark sheet/Grade report)	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y					
7.	Phone No. (with STD & ISD code)	8. E-mail										
9.	Programme											
10.	Course											
11.	Enrolment No.											

9. **Furnish the Address of University, Email, Fax No, website where the transcript(s) is/are to be sent**
(Include Separate Sheets if required)

Sl. No.	University	Address	Email, Phone No. Fax No.
1			
2			
3			

11. Details of Examination(s) passed/appeared at under this university [Enclose the Photo copies of all Grade reports in chronological order]

S.No.	Department	Name of the Examination (As printed on Mark sheet)	Year Of Passing	Roll No	Results (as per Grade Report)		
					Total credit	Credits earned (as printed in Grade report)	Result
1							
2							
3							
4							
5							
6							

11. No. of total copies of transcripts required :-

12. Payment Details :-

a. E-receipt Reference Number

b. Total Amount Paid

c. Payment Date:

Note : Fee Rs. 100/- per transcript.

Date:

Full signature of the applicant

Name of Applicant

Enclosure:

- i) Photocopy of e-Receipt for payment.
- ii) Photo copy of all the Grade reports duly attested by Dean/Head of Department. Photo copy must be arranged in chronological order.
- iii) Letter of authorization if a messenger is to get the Transcript on behalf of the applicant.

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Received the Transcripts in sealed cover

Receiver Signature :

Receiver Name :

Date :