



# PONDICHERRY UNIVERSITY

## EXAMINATION WING - DDE

### APPLICATION FOR ISSUE OF OFFICIAL TRANSCRIPTS - DDE

(For candidates studied in Directorate of Distance Education / Twinning Programme)

1. Name of the candidate (*in capital*) :
2. Enrolment Number (as per the University records) :
3. Examination / Course Passed :
4. Period of Study : From.....To.....
5. Reason for which transcripts required :
6. Number of copies required (in words) :
7. Name of the Certificates for which transcripts is required :
  - 1.
  - 2.
  - 3.
  - 4.
8. Permanent Address :
  
9. Mobile No. and E-mail ID :
10. Amount paid with details of DD/Challan No. and Date : Rs.....  
No.....dated.....
11. Address to which the transcripts are to be submitted:  
(if the column is not sufficient a separate address list may be enclosed)

Sl. No.	Name and Address	Sl. No.	Name and Address
1.		2.	
3.		4.	
5.		6.	

Place:

Date:

*Signature of the candidate*

**Instructions to Applicants**

1. All the entries in the Application Form must be written neatly and legibly by the candidate.
2. Original certificates need not be enclosed with the application.
3. Duly addressed envelope should be enclosed for affixing the signature of Assistant Registrar on the cover, after sealing. (For Canada Rs.1,500/- and USA Rs.2,000/-. Postal stamp should be affixed in the A3 envelope)
4. The fee prescribed for issue of Transcripts is:

***Application Fee: Rs.1000/-                  Each copy : Rs.500/- (per page)***

The fee should be remitted in the Indian Bank, Pondicherry University Branch, Pondicherry 605 014, in the **Account No. 6659354606 and Old A/c No.211** (White Color Challan) or Demand Draft drawn in favour of the **Finance Officer, Pondicherry University**, payable at Pondicherry.

5. The filled in Application Form along with its enclosures may be sent to :

The Assistant Registrar  
Examination Wing – DDE  
Pondicherry University  
R.V. Nagar, Kalapet  
Puducherry – 605 014.