

Examination Cell

Application form for issuing Transcript

(Transcript shall be issued after 15 working days from the date of application)

To,
The Controller of Examinations
The Assam Royal Global University, Guwahati

Date of Application: _____

Sub: Application for issuing Transcript

Sir/Madam,

I am a student of Royal Global University and have successfully cleared all examinations related to my Diploma/Undergraduate/Postgraduate (*tick the appropriate option*) degree. I have received my result/grade card from my school/department.

I would like to request for issue of Transcript for my admission/job as per below mentioned details (**fill all details in Block Letters**):

Name of the Student: _____

Roll No.: _____ Registration No.: _____

School: _____ Programme: _____

Phone No. of student: _____

Name and full address of University/College/Organization where admission/job to be taken:

I certify that the above given information are correct and have submitted the following documents for the issue of my Transcript:

1. *Self-attested copy of all results (highlight the name and result details)/all grade cards received*
2. *Self-attested copy of 10th Admit Card/10th Certificate*
3. *Self-attested copy of receipt of fee paid for the issue of Transcript*

Signature of student with date

Forwarded by HoD/Hol (Signature with date)

Clearance by Academic Section

This is to certify that the student has no dues against his/her name and that the Transcript can be issued to the student.

Signature with date

Clearance by Accounts

This is to certify that the student has no dues against his/her name and that the Transcript can be issued to the student. It is also certified that the student has paid Rs.
(*in words* _____) as fee against the issue of Transcript.

Signature with date

