

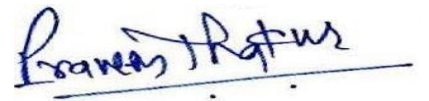
**SUB: REGARDING ISSUANCE OF ACADEMIC TRANSCRIPT**

It is hereby informed to the pass out students of Arka Jain University that, Academic Transcript is being issued only after submitting Application for Academic Transcript along with requisite fee [Rs 500/-] to the Examination student support counter [Block C].

The Application for Academic Transcript and General Instructions for Academic Transcript is mentioned in page no 2 & 3 respectively.

This is applicable for the students who are pass out in the year 2022 onwards.

By order



Dr. Praveen K. Thakur  
Controller of Examinations

**APPLICATION FOR ACADEMIC TRANSCRIPT**

**NOTE:**

- (a) Rs. 500/- fee applicable for Academic Transcript. (b). Original fee receipt needs to be attached with the form.  
(c) Fee once received will not be refunded.

**FOR EXAM OFFICE USE ONLY**

Received ₹ .....vide Receipt No. ....dated .....

Exam. Official Name & Signature

**The Controller of Examinations**

ARKA JAIN University, Jharkhand

Dear Sir,

I beg to apply for Academic Transcript. Required documents as per instruction are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of my application of Academic Transcript without refund of requisite fees. Herein below, I am giving the particulars of my academic record relevant to Academic Transcript.

Yours respectfully,

Date:

Signature (as in signature proof)

Name of the Applicant (in CAPITAL LETTERS) .....

Enrollment No. /Registration No. ....

Contact No/ Mobile No:.....

Enclosures: All Semester Marksheet duly attested.

**FOR EXAM OFFICE USE ONLY**

Academic Transcript issued on (date) .....vide AT No. ....

### **General Instructions for Academic Transcript**

1. Please download the form for Academic Transcript from our website [www.arkajainuniversity.ac.in](http://www.arkajainuniversity.ac.in) (link - Academics > Examinations > e-Form > Transcript) or Examination's Student support counter.
2. Eligibility: Only passed out having no back papers, of any Degree Course of Study of our University, may apply for Academic Transcript.
3. Documents and fees required along with the properly filled in application form:
  - A. ATTESTED (BY (i) ANY Grade A OFFICER OF GOVT. SECTOR OR (ii) ANY WHOLE-TIME TEACHER OR ASST. REGISTRAR OF our UNIVERSITY) photocopies or notarized copies of both sides of relevant clear Mark Sheets / Grade Cards of all passed examinations issued from the ARKA JAIN University.
  - B. SIGNATURE PROOF (e.g. Photocopy of Passport / Pan Card, Identity Card issued by the University, etc.).
  - C. Application form without attested / notarized photocopies of Marksheet will NOT be accepted.
  - D. ₹ 500/- (Rupees five Hundred only) per candidate per programme.
4. Mode of Payment: Personally, at Cash Counter of the University.
5. The application form must be signed by the candidate, as signed in the document of signature proof.
6. While filling the form, applicant must furnish his / her name in capital letters as printed on the Grade Cards / Mark-sheets issued by ARKA JAIN University.
7. Academic Transcript collection related information:
  - A. Academic Transcript (hard copy only) may be collected by candidate or duly authorized person (whose signature must be attested by the candidate in the letter of authorization addressed to the Controller of Exams.) normally after MINIMUM SEVEN WORKING DAYS of duly submission of the application.
  - B. At the time of collecting the Academic Transcript, following items are required: -
    - (i) Photocopy of the Money Receipt against submission of required fees,
    - (ii) Authorization (if the candidate cannot come by person) in proper form and
    - (iii) photocopy of any authentic photo-identity-cum-signature proof of the candidate or authorized person (if applicable) have to be produced.