

## Official Transcript

A student, seeking to get Official Transcript for any course completed from Bareilly International University, Bareilly shall make an application enclosing self attested copy of all the statements of marks issued for the course along with prescribed processing charges. In general, it takes around 10 to 15 days to make transcript ready for issue. The transcript shall have to be collected from the Registrar Office in person only. In special circumstances, it can be collected by authorized representative, provided the authorization, made by the student, is duly supported by certified copy of photo and signature identity.

**Following documents are required along with the application.**

- (i) All Statement of Marks (Courses for Transcript.)
- (ii) Degree Certificate
- (iii) 10<sup>th</sup> certificate (For Date of Birth)

### Transcript Charges –

#### A. For Post Graduate Program

Description	First Copy	Additional Copy
Application made within one year of the last examination	Rs.1500/- per script	Rs.500/- Each
Application made after one year but before three years of the last examination	Rs.2000/- per script	Rs. 500/- Each
Application made after three years but before five years of the last examination	Rs.2500/- per script	Rs.500/- Each

#### B. For Under Graduate Program

Description	First copy	Additional Copy
Application made within two years of the last examination	Rs.2500/- per script	Rs. 500/- Each
Application made after two years but before five years of the last examination	Rs.3000/- per script	Rs. 500/- Each
Application made after five years of the last examination	Rs.3500/- per script	Rs. 500/- Each

**Note :** The charges for the additional copy mentioned above are applicable only when the request for the additional copy is made at the time of issue of Official Transcript. Any request for the additional copy shall be processed at par with fresh application only.

### Mode of Payment

- a. Amount applicable can be deposited at the University Cash Counter .A copy of the receipt is required to be enclosed./(OR)
- b. Amount applicable can be deposited by Demand Draft to be made in the name of “Bareilly International University, Bareilly” payable at Bareilly.
- c. The payment can also be made online to the University account as per following detail and proof of payment is required to be enclosed.

<b>Bank :</b>	<b>Punjab National Bank</b>
<b>Branch Address</b>	<b>Pilibhit By Pass Road, Bareilly</b>
<b>Account No.</b>	<b>52262413000001</b>
<b>IFSC Code.</b>	<b>PUNB0522610</b>

## Transcript Application Format

To  
The Registrar  
BIU, Bareilly

Date:

**Sub:- Issue of Transcript for (.....Course Name)**

**Ref: (.....Purpose.....)**

Respected Sir/Madam

I (.....Name.....) of (.....Course Name.....) passed from (.....College Name).....in the final year (.....exam Name.....)

Further, I submit all documents as per enclosure along with fee receipt paid

Yours faithfully.

Name of Student:-

Signature :

**Enclosures:**

- (i) All Statement of Marks (Courses for Transcript.)
- (ii) Degree Certificate
- (iii) 10<sup>th</sup> certificate (For Date of Birth)