



COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FOR OFFICIAL TRANSCRIPTS

1	Name and present address of the student (in Capitals) along with contact number	
2	Name of the College/Department/School	
3	Period of Study	
4	Name of the course Passed with Register Number	
5	Number of copies of Official Transcripts required	
6	Name and full Address of the Institution(s)/Agency(s) to which the Official Transcript is to be issued (in CAPITALS) (use separate sheet for addresses if more than one OT is required)	
7	Purpose of availing Official Transcript	
8	Details of Fee remitted	
9	Whether the Official Transcript is receiving by the applicant or his/her authorised representative (otherwise, the Official Transcript will be sent to the addressee directly by the University)	a) By the applicant <input type="checkbox"/> * b) By the authorised representative <input type="checkbox"/> * Name and address of the representative
10	The relationship of the Authorized person with the applicant	
11	Signature of the Authorized person	
12	Details of photo ID card submitted for verification of the identity of the person, who is receiving the sealed covers of Official Transcript (any photo ID card issued by State /Central Govt. /Election Commission etc. can be produced for verification).	

UNDERTAKING

I,..... (Name of the student) do hereby declare that the details given above are true to the best of my knowledge. I also undertake that the Official Transcript will be submitted before the addressee only without tampering it in any way and will be used only for the purpose for which it is applied for.

I also undertake that the signature given above is done before me and the Official Transcript can be delivered to the person, whose signature is attested by me*.

Place: Signature :
Date : Name of Student :

*(Strike out, if this portion is not applicable.)

INSTRUCTIONS TO THE CANDIDATE

1. Official Transcripts will be issued in sealed envelopes only to the address mentioned in the application where the candidate is seeking employment/higher education/Immigration purpose, etc.
2. Fee for the Official transcript is ₹2430/- per copy along with Search fee as follows:

SI No	Particulars	Amount
1	After One year up to five years after exam	₹310/-
2	Five years after exam	₹610/-
3	Ten years after exam	₹1220/-
4	Twenty or more years after exam	₹1830/-

3. Fee can be remitted at University cash counter between 10:00 am to 03:00 pm **or** can be paid by way of Demand Draft (DD). If payment is by way of Demand draft;
 - (i) the DD should be drawn on: (a) State Bank of India (SBI) or (b) Any associate bank of SBI
 - (ii) in favour of: The Registrar, CUSAT
 - (iii) payable at: (a) If drawn on SBI – Cochin University Campus branch (Code: 70235)
(b) If drawn on any associate bank – Ernakulam.
 - (iv) the DD should be enclosed along with the application form
4. Completed applications can be directly submitted to the Office of the Controller of Examinations or sent to the following address with the enclosures
 - (a) proof for payment of fees
 - (b) copies of marklists

Address:- **Controller of Examinations, Administrative Office, Cochin University P.O, CUSAT, Kochi – 682 022, Kerala, India**