



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 CAPITAL LETTERS) (use separate sheet for addresses if more than one OT is required)	
7	Purpose of availing Official Transcript	
8	Details of Fee remitted	
9	Mode of Delivery	a) By India Post <input type="checkbox"/>
		b) By DHL <input type="checkbox"/>
		c) By the applicant <input type="checkbox"/>
		d) By the authorized representative (Please fill SI No.10) * <input type="checkbox"/>
		e) By electronic media <input type="checkbox"/>
	Official mail id of Institution/Agency to which Official Transcript is to be issued (if the student want to forward Official Transcript through email)	
10*	Name and address of the representative	
	The relationship of the Authorized person with the applicant	
	Signature of the Authorized person	
	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. can be produced for verification)	

Declaration

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 in column 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
 1. Collecting directly from University in sealed cover : Rs **2555/-** per copy
 2. Despatching through electronic media : Rs **2555/-** per copy
 3. Despatching through Registered India Post : Rs **2555/-** per copy
 4. Despatching through DHL Courier Service : Rs **4045/-** per copy

along with applicable Search fee as follows:

SI No	Particulars	Amount
1	After One year up to five years after exam	Rs 330/-
2	Five years after exam	Rs 645/-
3	Ten years after exam	Rs 1285/-
4	Twenty or more years after exam	Rs 1925/-

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) or by online transfer.

If payment is by way of Demand draft:

- (i) the DD should be drawn in favour of: **The Registrar, CUSAT**
- (ii) payable at: (a) If drawn on SBI – Cochin University Campus branch (Code: 70235)
(b) If drawn on any other bank – Ernakulam.
- (iii) the DD should be enclosed along with the application form_

(iv) For Online Payment use the following details

Account Name : Registrar
Bank : State Bank of India
Branch : Cochin University Campus
Account No : 37521230439
IFSC Code : SBIN 0070235

5. Completed applications can be directly submitted to the Office of the Controller of Examinations or sent to the address **Controller of Examinations, Administrative Office, Cochin University P.O, CUSAT, Kochi – 682 022, Kerala, India** or by email to controlexcusat@gmail.com (Subject line as: Application for Official Transcripts) with the following enclosures
 - (a) proof for payment of fees
 - (b) copies of marklists