

Candidate applying for **OFFICIAL TRANSCRIPT** should get the below mentioned Certificate duly signed by any one of the following: Gazetted Officer / First Class Magistrate / Principal of concerned College/ Chairperson of concerned University Teaching Department / An Officer of the University (not below the rank of the Assistant Registrar).

CERTIFICATE

I Certify that the applicant Mr./ Ms. _____ Son/Daughter of Shri _____ is the same person who passed the examination under particulars mentioned overleaf and has signed in my presence.

Full Name, Designation & Full Address
of Attesting Officer (in Capital Letters)

Signature with Official Stamp & Date

Important Instructions for OFFICIAL TRANSCRIPTS

Official Transcripts is an official document which is issued by the University on the written request of the student who wants to pursue higher study in any other Higher Educational Institutions (HEIs) or **Study Abroad**. It is a close summary of course of study, Result status and Degree/DMC's issued to the student after each semester/part. The document is issued on the Letter Head of the Registrar being custodian of records as per University Act.

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| Prescribed Fee for official Transcript | - | Rs. 5000/-* |
| Postal Charges to send <u>within India</u> | - | Rs. 50/-* |
| Postal Charges to send <u>outside India/Abroad</u> | - | Rs. 2000/-* |

***Fees/Rates are Subject to Revise by the University from Time to Time.**

1. Apply on prescribed application format available on University Website www.cdlu.ac.in in download section. The application form should be filled completely and filled by student itself in his/her own hand writing.
2. Candidate should provide a valid **phone / mobile no. alongwith email address** so that he / she may be contacted, if required, regarding his/her application form. These contact details will help us to contact candidate in case any discrepancies found in his/her form.
3. Candidate must have attached clean and legible photocopies of supporting DMCs/Degree duly self-attested with application form.
4. Official Transcript will be sent through speed post to the address provided by the applicant in the application form. **(postal charges must be deposited by the student alongwith prescribed fee to send by post)**. Alternatively, it may be collected by-hand within the prescribed time limit.
5. In case of any correction in Particulars or in Registration details, the same must be got rectified before applying for the Official transcript.
6. The Certificate will ordinarily be issued by post/by hand as the case may be, within prescribed time limit after receiving of the complete filled application form alongwith the prescribed fees and clean & legible photocopies of DMCs and Degree.
7. The University shall not be responsible for in-transit delay/Loss.
8. In the event of non- receipt of the certificate within 30 days, the candidate should contact to the Assistant Registrar (Results), CDLU, Sirsa giving full particulars date and number vide which application submitted alongwith details of fee and other particulars i.e. candidate's Name, Roll No., Examination, Passing Year and nature of certificate required to ensure early compliance.

CONTROLLER OF EXAMINATIONS