

Procedure for Transcript Certificate.

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| 1. The students who want to apply for Transcript certificate should apply online on University of Pune Website www.unipune.ac.in – Certificate Section- <u>Transcript</u> . |
| 2. Students are required to download & fill the Transcript application form on same website. |
| 3. After filling the Transcript application form & attaching documents, i.e. Statement of Marks etc. you have to send it on following address. |
| To,
The Controller of Examination
(Exam Certificate Section)
University of Pune
Ganeshkhind, Pune – 411007 |
| 4. The Fees for Transcript Certificate Rs.115/- for Non Professional Course & Rs.150/- for Professional Course. The fees can be paid by Demand Draft drawn in the favour of <u>The Registrar, University of Pune</u> . |
| 5. The foreign students/Non resident Students who are applying for Transcript Certificate should pay fees in Indian Currency only. i.e Indian Rupees . |
| 6. The Students who wants there Transcript Certificate Outside of India by air mail, they have to pay International Postal charges given in www.indiapost.gov.in by Demand Draft. |
| 7. Department will send Transcript certificate on your address within 60 days by Speed Post. |