

**VANITA VISHRAM WOMEN'S UNIVERSITY**  
**Managed By Vanita Vishram, Surat**

**Transcript Application Form/ Transcript Correction Form**

Date of Application		<b>Admission Year</b>	
Name of the School			
Programme			
Branch/ Discipline (if applicable)			
Semester			
Roll No.			
Mobile. No.			
E-mail Address			
Full Residential address of applicant			
Name of the Student (as per HSC Mark Sheet) (CAPITAL LETTERS ONLY)			
	First Name	Middle Name	Last Name
a) Name of last exam			
b) Last Semester Passing Month/Year			
c) Last semester Result (in SGPA)			
d) CGPA till last semester			
Reason for the Request			
Details of Correction in the Transcript (if applicable)			

<b>Signature of the Student:</b>	Verified by <b>School Exam Superintendent</b> (Name & Sign)	Endorsed by <b>Dean</b> (Name & Sign)			
For Office Use Only					
Amount Collected		Amount Collected by (Name & Sign)		Date of Payment	

**List of Enclosures:**

- Self-Attested Copy of Aadhar Card
- Self-Attested copies of Previous Semester Mark Sheets (including Backlog)
- Previous Semester Grade Sheet (if Mark Sheet Not available)
- Original Incorrect Transcript (in case of correction)

**Payment Details**

Transcript (receiving hand in hand)	500/- Per copy (200/- per each extra copy)
Transcript (receiving/ sending within India)	1000/- Per copy (200/- per each extra copy)
Transcript (receiving/ sending outside India)	1500/- Per copy (200/- per each extra copy)