



Sam Higginbottom University of Agriculture, Technology And Sciences

Directorate of Distance Education

APPLICATION FORM FOR THE ISSUE OF DETAILED TRANSCRIPT

Carefully before filling the Form. All Fields of the Form are Mandatory.

Revised on 01-10-2021

1. Enrollment Number (As in the ID card)	2. IPIP Code (optional)	3. Programme	4. No. of Copies	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5. Name of the Student as registered with the University at the time of admission (BLOCK LETTERS ONLY)			Paste Recent Photograph	
<input type="text"/>				
6. Father's Name of the Student as registered with the University at the time of admission (BLOCK LETTERS ONLY)				
<input type="text"/>				
7. Mobile Number	8. e-mail			
<input type="text"/>	<input type="text"/>			
9. Student's address for correspondence				
<input type="text"/>				
Pin <input type="text"/>				
10. Purpose of detailed transcript (enclose supporting documents)				
<input type="text"/>				
11. Write the address of the University, e-mail, website and contact no. where the detailed transcript is / are asked for.				
S. No.	Name of the University	Address	E-mail and contact no.	Website
1.				
2.				
3.				
4.				
5.				
12. Have you ever applied for detailed transcript earlier? If so, please mention the detail.				
<input type="text"/>				
13. Project Name (Information Technology, Management and Allied health students only)				
1.				
2.				
14. DD Number	15. DD Date	16. DD Amount		
<input type="text"/>	<input type="text"/>	Rs. <input type="text"/>		
The Demand Draft should be made in favour of "DDE, SHUATS" A/c payable at Allahabad from any bank. Rs. 10,000/- for first copy and Rs.2,000/-for per additional copy + 4,000 foreign postal charges				
<ul style="list-style-type: none"> I hereby declare that all particulars stated in this application form are true to the best of my knowledge and belief. I have attached all required documents and demand draft with this form. 				
Date	Place	Student's Signature		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

For Office Use Only

Enrollment Number. _____	DD Number. _____
Date of Receiving _____	Issuing Branch _____
Sent for Verification to _____	DD Amount _____ Issuing Date _____



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IMPORTANT INSTRUCTION

1. The transcript will be issued only after producing a copy of the letter of the foreign university for which transcript is sought. The applicant is also advised to mention the name of the foreign university with full address, where he / she want to apply.
2. The transcript will be issued after a period of THIRTY working days from the date of submission of application form.
3. The application form must be filled by the applicant in his / her own hand writing in English.
4. All fields of the application form are mandatory fields must be filled in with legible handwriting. The applicant must ensure the completeness of the application form in all respect, including contact detail.
5. The applicant must attach Xerox of all semesters / years of the programme completed from this university.
6. The applicant belonging to Allied Health Science must attach six (06) months internship certificate which has been completed by the applicant just after final semester exams.
7. The applicant must have to mention his / her complete address of India along with PIN code, Mobile number and e-mail ID.
8. The Demand Draft should be made in favour of "DDE, SHUATS" A/c payable at Allahabad from any bank. Rs. 10,000/- for first copy and Rs. 2000/- for per additional copy + 4,000 foreign postal charges
9. For ECA, WES, CORU, ICES, FCPT, COURSE EQUIVALENCY, HCPC this form is used along with the mentioned charges above
10. For Address of Indian Agency/Consultant/different Government-Non-Government Agencies/ Universities/Institutions/ Companies/Security Agencies/ Consulates/Embassies is mandatory Fee will be charged
 - i. ₹2,000/- per document, + (Postal Charges ₹200/-)
 - ii. Subsequent fee for each additional set ₹800/- per set + (Postal Charges ₹200/-)

The completely filled form must be sent on the following address:

DIRECTOR

Directorate of Distance Education

Sam Higginbottom University of Agriculture, Technology & Sciences

Naini, Allahabad - 211007

Ph. : 0532-2684317, Email - dir_dde@shuats.edu.in