



TRIPURA UNIVERSITY

(Central University)

Suryamaninagar, Agartala, Tripura, Pin – 799022

त्रिपुरा विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

सूर्यमणीनगर, अगरतला, त्रिपुरा, पिन-799022

TR	DA
DM	PC

FORM OF APPLICATION FOR TRANSCRIPT/ DUPLICATE MARKSHEET/ DUPLICATE ADMIT CARD/ PROVISIONAL CERTIFICATE

Through the Principal/ Head of the Institution/ Dy. Registrar (Academic), TU

1. Document applied for: Number of copies required (only for Transcript):
2. Name (in BLOCK letters):
3. Registration No : of Roll No:
4. Examination Passed/ Appeared: in the year:
5. Name of the Institute: Total Part/ Semester:
6. Securing Division/ Class/ Grade: Subject (if applicable):
7. State the status of original document (if applied for Duplicate):
8. Purpose of seeking the document:
9. Email: Phone No.:
10. Address:

Fees of ₹ (Rupees) only submitted through

a) University challan vide No. dated to SBI, TU Campus Branch (a copy enclosed). **OR**

b) Draft No..... Date..... Bank Branch.....

DECLARATION

I do hereby declare that, (strike out the one, which is not applicable below)

1. I shall return the counter part of the challan before collecting the document (s) myself. **OR**
2. An authorised person shall collect the document(s) on my behalf by returning the counter part of the challan. His/ her full signature is hereby attested below by me .

Full Signature of Authorised Person : _____

Name of Authorised Person (in BLOCK letters) : _____

Contact no. of Authorised Person : _____

Yours faithfully

Dated, the

Signature of the Student

Forwarded to the Controller of Examinations for necessary action.

The above statement is true.

Signature of the Principal/ Head of the Institute/
Dy. Registrar (Academic), TU & Seal

In case of loss/ theft of Original Document, Police General Diary Entry

No..... Date.....

Signature
Officer-in-charge of the P.S. with Seal

NOTE: (Use Separate Forms for each document)

1. Document (s) will be issued to the concerned student/ authorized person on production of the challan and ID Proof.
2. Self-addressed stamped A4 size envelope valued for Speed Post should be enclosed with this form if the student intend to receive the document (s) by post.
3. Enclose Clear photocopies of Registration Certificate and any one from i-v below as per requirement
i) Transcript: All Sem/ Part Marksheets ii) Duplicate Marksheet: Marksheet of the concerned/ previous exam
iii) Duplicate Admit: Marksheet of the concerned exam iv) Provisional Certificate: Final Sem/ Part Marksheet
(make sure all parts of the original document appears in the photocopies)
4. Counter part of the bank Challan of the requisite fee should also be attached with this form.