

Verification of Transcript

Procedure:

- Person / Institution who wish to verify Photocopies (Xerox) of Transcript Needs to do an application addressed to The Registrar mentioning the purpose.
- Following Documents needs to be attached with the application
 1. **Visible** photocopy of Transcript duly signed by Principal under the remark “Verified and Found Correct as per College Record”

Note: Transcripts are not issued by university but by concerned College/Department. The Performa is prescribed by University. In case of students who have passed their degree examination as External Student, Transcript is being issued by External Examination Unit, Examination Section, VNSGU.

2. Photocopy of Transcript (For university Record)
3. Photocopies of all concerned marksheets
4. Demand letter in case the verified transcript is to be sent to the demanding Institution (In case transcript, to be sent to any institution, Sealed envelop containing **verified transcript will be sent directly to the demanding institution**. In any case such envelop will not be given to anyone)
5. Transcript must be in the format prescribed by the university (The prescribed Performa of transcript is available on our website)

Note: Do not Stamp or mention anything on Xerox copy of Marksheet as well as transcript.

Fees: (i) For receiving in person (**hand to hand**):

Rs. 100/- per document

(ii) For receiving **by post in India**:

Rs. 130/- per document

(iii) For receiving **by airmail to abroad**:

Rs. 160/- per document

- Fee is accepted either in cash or DD drawn in the name of "**Registrar, Veer Narmad South Gujarat University, Surat.**"

For Further Information Please Contact:

Examination Section, Marksheet Branch, Room No: 106,

Phone: 0261 – 2203059, Fax: 0261-2227148, E-mail: veernarmad@yahoo.com

APPLICATION FOR ADMISSION TO AN EDUCATIONAL INSTITUTION IN THE UNITED STATES,
CANADA, GERMANY, UNITED KINGDOM, NEW ZEALAND & ALL COUNTRIES
COLLEGE RECORD
OFFICIAL TRANSCRIPT

07/01

Name of applicant : _____

Name & address of Institution at which courses listed below were taken

NAME OF INSTITUTION : _____ TOWN STATE COUNTRY
AFFILIATED WITH VEER NARAMAD SOUTH GUJARAT UNIVERSITY, SURAT, GUJARAT

Date of entrance : _____ (Month & Year) Date of leaving : _____ (Month & Year)

Certificate/Diploma or degrees received from institution named above
VEER NARMAD SOUTH GUJARAT UNIVERSITY -B.COM.DEGREE, FEBRUARY-2002
(Give month & Year received) (As per Degree certificate)

(Note : Kindly indicate below the system of grading used indicating highest obtained obtainable grade and lowest passing marks : % for Pass Class, % for Second Class, % First Class. % First Dist.
Note : Enter below at all the information requested for each of the subject which will have been completed before beginning studies in the United states/Canada/germany, enter subject in chronological order, An evaluation will be made on the base of the statement made below:

| Period in which subject was taken | | Subject | Number of month taken | Hours per week | | External Evaluation | | Internal Eval. | TOTAL | | Marks Obtained | | | Examination Passed with Marks Obtained & Percent age |
|-----------------------------------|-----------|--|-----------------------|---------------------|----------------------------------|--|--|--|---|--|--|--|--|---|
| From | To | | | Lectures Recitation | Laboratory field work or drawing | Max. | Min. | | Max. | Min. | Uni Exam | Int. | Total | |
| June Nov. | Oct April | First Year B.Com. English-I & II S.T.D. Economics Statistics for Business Comp.Accountancy Business Administration Ele. of Banking & Insu. | | | | 70 70 70 70 70 70 70 | 25 25 25 25 25 25 25 | 30 30 30 30 30 30 30 | 100 100 100 100 100 100 100 | 36 36 36 36 36 36 36 | 33 41 37 38 25 40 52 | 21 20 17 21 18 12 17 | 54 61 54 59 43 52 49 | 243/490 372/700 Second % April-2006 Uni. Seat No. |
| June Nov. | Oct April | Second Year B.Com. English-I & II Economics Comp.Accountancy-II Business Admini.-II Adv.Acc. & Aud.I & II Banking-I | | | | 70 70 70 70 70 70 | 25 25 25 25 25 25 | 30 30 30 30 30 30 | 100 100 100 100 100 100 | 36 36 36 36 36 36 | 38 32 44 36 60 27 | 22 22 22 23 43 22 | 58 54 66 49 103 48 | 225/490 379/700 Pass % April-2007 Uni. Seat No. |
| June Nov. | Oct April | Third Year B.COM. English-I & II Mercantile Law Busi.Administration-III Economics-III Adv.Acc. & Aud.III & IV Banking-III | | | | 70 70 70 70 70 70 | 25 25 25 25 25 25 | 30 30 30 30 30 30 | 100 100 100 100 100 100 | 36 36 36 36 36 36 | 41 44 45 39 72 25 | 22 22 21 23 44 21 | 63 66 66 61 94 46 | 232/490 366/700 F.V.53 S.V.54 492/900 Pass April-2008 Uni. Seat No. |

Official Seal of the College
Date :

Signature
Official Title

Address