

VISVA-BHARATI



Application for Transcript / Provisional Certificate /
Duplicate Admit Card / Duplicate Marksheet / Duplicate Certificate

To
The Deputy Registrar (Examinations)
Visva-Bharati, Santiniketan, West Bengal

Through : The Adhyaksha,Bhavana / Vibhaga, Visva-Bharati

Sir,

I have to request you to be so good as to issue a Transcript / Provisional Certificate / Duplicate Admit Card / Duplicate Marksheet / Duplicate Certificate for the following examination.

I studied at Visva-Bharati from to as a student of Department, Bhavana / Vibhaga. I passed / appeared at the Examination in the year with Class / Division / CGPA. My Roll Number is My Registration Number is VB - of

The prescribed fee* for Transcript / Provisional Certificate / Duplicate Admit Card / Duplicate Marksheet / Duplicate Certificate is paid by me on (Vide Cash Receipt No. dated.....) .

Yours faithfully,

Address :
.....
.....

.....
(Signature in full)
Contact No
Email ID :

Date :

Memo No. :

Forwarded to the Controller of Examinations. The above statement is true. The Transcript /Provisional Certificate/ Duplicate Admit Card / Duplicate Marksheet / Duplicate Certificate can be issued in favour of Sri / Srimati

Date :

Adhyaksha
..... Bhavana / Vibhaga

* For Transcript Rs. 500/-
For Duplicate Marksheet / Certificate Rs. 200/-
For Provisional Certificate Rs. 100/-
For Duplicate Admit Card Rs. 50

N.B. : For Transcript - Detailed address of the Institute(s) to whom the transcript to be sent should be mentioned clearly in a separate sheet.