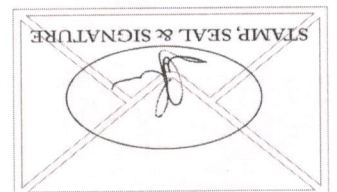


## TRANSCRIPT

Transcript is an official document issued by an individual college/university. It consists of subjects appeared, marks obtained and number of hours taken to complete that subject. Few institutes may also include months taken to complete the course. The format varies from institute to institute. However in India, almost all the institutes are aware what a transcript is, so students do not have to worry about the same.

### Points To remember :

- It should be on INSTITUTION'S LETTER HEAD.
- Each page should have the official stamp and signature.
- The signature should either be of Registrar/Controller of Examination.
- It should be enclosed/sealed in an envelope of which the flap must be glued
- The closed envelope must be stamped across the flap as shown below



For Masters courses, please submit Bachelors transcript of all years and Diploma transcripts of all years (if any).

### Note:

- Along with this you should also consider the institution's in-charge and cost to make the transcripts.
- The time taken to make the transcripts.
- Every institution would require one transcript so do make enough sets. You should always keep two extra sets than the number of universities you are applying to.

## PASSING CERTIFICATE & MARKSHEETS

Passing Certificate/Provisional Degree Certificate is usually issued by the University which shows that you have received a certain degree in a particular field of education. It usually includes information about the degree you have achieved and the year of completion for the same. If you have your Convocation Certificate, you would also require it for application purposes. This Passing Certificate/ Provisional Degree Certificate is essential as the convocation certificates come in late, sometimes.

Mark-Sheets are official documents issued by individual college/university. The format varies from institute to institute. You should include all the mark sheets including ATKT (Allowed to Keep Terms) or backlog mark-sheets.

Students doing internship should also get their Internship Completion Certificate attested.

### Points To Remember:

- Each page should bear the official stamp and signature of the Registrar/Controller of Examinations
- It should only be attested by the concerned College or University.
- It cannot be notarized by Govt Officer or Lawyer / Notary person.
- For Masters courses, please submit Bachelors mark sheet, passing certificate and diploma level documents (if any).