



## BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA ROURKELA

### APPLICATION FOR ADDITIONAL GRADE SHEETS / TRANSCRIPTS

- Instructions :** (i) Application shall be forwarded by the Principal / Director of the respective College specifying the reason / purpose for additional Grade Sheets / Transcripts  
(ii) Grade Sheets / Additional Grade Sheets / Transcripts are issued year-wise  
(iii) Purpose of Additional Grade Sheet / Transcript has to be enclosed with the application form (advertisement of the University to which the candidate is applying must be attached)  
(iv) Fees of Rs. 100/- (per year per each Grade Sheet. **Accordingly the amount will be paid through SB Collect and the Transaction Slip is to be attached with the form.**

**Note :** Attested copies of Grade Sheet (s) and Degree Certificate is to be attached with the form forwarded by the Principal.

**(THE TESTIMONIAL WILL BE ISSUED AFTER 15 WORKING DAYS ON RECEIPT OF THIS FORM)**

- A. Name of the College : .....
- B. Registration Number : .....
- C. Name of the Student : .....
- D. Discipline : .....
- E. No. of Additional Grade Sheet / : .....

Transcripts required

Tick (✓) the

Appropriate Box

☐

1<sup>st</sup> Year

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2<sup>nd</sup> Year

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3<sup>rd</sup> Year

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4<sup>th</sup> Year

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5<sup>th</sup> Year

- F. Online Payment Details

(a) Amount : ..... (in words.....)

(b) Transaction ID : ..... (c) Date of payment: .....

(d) Transaction receipt attached:

Yes

☐

No

☐

- G. Student's mail id :

Contact No :

Date :

Student's Signature

Signature of the  
Principal / Director (with Seal)