

Nirma University, Ahmedabad

[Examinations Section]

Instructions to Apply for Additional Transcript

1. Fill-up the application form for Additional Transcript. Application Form is attached herewith in **Appendix - 'A'** and also available at Examination Section of University.
2. If student cannot come personally, student can authorise someone to initiate the process on his/her behalf and inform the authorised person to bring the Authority Letter (**Appendix - B**) and his/her self-attested photo ID proof. (Govt. Issued Driving License/Passport/PAN Card and Aadhaar Card)
3. Attach the self-attested photo ID proof of student with application form.
4. Attach the Photocopy of Original Transcript with application form.
5. An applicant can send soft copy (PDF) of all the required documents in advance on email.
6. Fees for Additional copy of Transcript is **Rs.500/-** [per copy]

- Postage Charges: (I) Outside India - Rs.2000 for each envelope.
(II) Within India - Rs. 300 for each envelope.

- Mode of Payment: (I) Cash
(II) Payment through NEFT:

- Name of the Beneficiary: **Nirma University**
- Bank Account Number: **09720180085**
- Bank Name: **The Kalupur Comm. Co. Op. Bank Ltd. - Nirma University Branch**
- IFSCCode: **KCCB0NRM097**

The process of application will be initiated only after the confirmation of payment of the fees.

7. The process of application will be declined if the Documents furnished are incomplete.

Note: 1. Issuance Period - **Min. 03 working days.**
2. **Office hours:** Monday to Friday: **11:00 AM to 06:15 PM** and Saturday: **8:45 AM to 04:45 PM**
(Holiday observed on 2nd & 4th Saturday), Recess hours: **2.00 PM to 2.30 PM.**

For any query and clarification, please contact to the office of Examinations Section of University

Contact Details: Email: Verification@nirmauni.ac.in
Tele No.: 079 71652 672 – 671, 02717 241911-12

Correspondence address: Deputy Registrar (Examinations Section)
Nirma University
Sarkhej-Gandhinagar Highway, Chharodi
Ahmedabad 382 481, Gujarat, India

Nirma University, Ahmedabad
(Examination section)

Application for Additional Transcript

To,

Deputy Registrar
Examination Section
Nirma University,
Ahmedabad - 382481

Email: verification@nirmauni.ac.in

Sir,

I need Additional Transcript(s) along with the syllabus. Required details for the same are given here under:

Name of the student: _____

Roll No. _____

Programme Name: _____

Programme Completed Month & Year: _____

E. Mail: _____ Mobile No. _____

Number of Additional Transcript(s) required _____

Date: _____

(Name & Signature of the Applicant/Authorised Person)

N.B. Photocopy of original Transcript (with syllabus) should be attached here with for reference. If available with you.

For Office Use only

To,

Account section.
Nirma University, Ahmedabad.

Pl. Accept total fees of Rs. towards no(s) of Addl. copies of Transcript(s)

for Roll/Exam. No. _____

Student's Name _____

Office Supdt.

Letter of Authority

I, _____ (Name of Student), Roll No. _____
Programme _____ presently residing
at _____ (full address) hereby
authorise Mr./Ms. _____ Age _____ residing
at _____ (full address), Telephone
No. (M) _____ e-mail id _____ to act on my
behalf in the matter related to verification (authentication) of my educational documents/Pay the
fees/Apostille/Duplicate documents/to collect original documents (SGRs/ Transcript/Degree Certificate)
or Verified sealed envelope(s) from Examination Section – Central Office of Nirma University and it will
be considered by the University as acknowledged by me.

I attach my Identity proof in support of verification of my signature and authorised person will also
submit his/her Photo-ID proof.

Signature of Student with Date

Signature of Authorised Person with Date

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(For Office Use)

Acknowledgement

I have received following documents from Nirma University for _____
on his/her behalf and I acknowledge for the same.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Signature of Authorised Person with Date