

GENERAL INSTRUCTIONS FOR OBTAINING TRANSCRIPTS

1. Fill the prescribed form of transcript available at counter No.9 (North Campus) Examination Building, University of Delhi and also at website on www.du.ac.in under heading of Forms.
2. Prescribed Fee will be paid online by accessing <http://misconlinefee.du.ac.in>
3. Forms to be submitted at counter No.9 (North Campus), Examination Building, University of Delhi along with supporting documents i.e. Part -wise mark sheets copy, degree copy etc.
4. All Public dealings are made from 9:30 A.M. to 3:00 P.M. (excluding lunch break)
5. The particulars of the student given in the form should correspond with those appearing in the certificate issued to him/her from time to time. The application form must be signed by student and in no case by someone else on his/her behalf.
6. Photocopies of all the mark sheets of the Examinations taken by the candidate and a copy of the syllabus (in the case of Transcript/Nomenclature) are enclosed with the application for.
7. The required transcript will be issued after a period of 20 working days (Four weeks or so excluding Saturday/Sunday and other Gazetted holiday from the date of submission of application with prescribed fee.
8. The delivery of the Certificate will be made in person to the Candidate or to his nominee, authorized in writing at the University Office during working hours.
9. Prescribed fee is as follows:-

	If applied from within India	If applied from abroad
up to 6 years	Rs.1000/-	US\$100*
More than 6 years	Rs.1500/-	US\$150*
Additional copies	Rs.100/- each	US\$10* each
	(At the time of application only)	(* including postal charges)
10. Please note that the additional copy charges are applicable only in case the copies are requested at the time of original Transcript and not at a later stage.
11. Please note that additional copies of Transcripts if required more than 05 copies the student must mention Universities names where they need to apply.
12. The number of year will be calculated from the last examination passed.
13. If a student passed out from any college under South Delhi Campus, he/she has to apply for official transcript to the Section Officer, Examination Branch – III, Window No.7, South Campus University of Delhi, Benito Juarez Road, New Delhi – 110 021 behind A.R.S.D. College Building, DhaulaKuan, New Delhi.