



# NETAJI SUBHAS OPEN UNIVERSITY

ESTABLISHED BY W.B. ACT (XIX) OF 1997, RECOGNIZED BY U.G.C.

Accredited by NAAC with Grade 'A'

DD – 26, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

Phone : (033) 4066-3220, Website : [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

## APPLICATION FOR ACADEMIC TRANSCRIPT

Transaction ID _____
for Rs. _____
Payment Date: _____

Recent P.P. Size Colour  
Photo of Candidate

To  
The Registrar  
Netaji Subhas Open University  
DD – 26, Sector – I, Salt Lake City  
Kolkata – 700 064

Sir/Madam,

I beg to apply for ..... (specify the number) copy/copies of Academic Transcript. Required documents as per instruction are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of my application of Academic Transcript without refund of requisite fees. Herein below, I am giving the particulars of my academic record and others relevant to such Transcript.

Sl. No.	Particulars	To be filled in by the Candidate/Applicant
1.	Name of the Candidate (in CAPITAL LETTERS)	
2.	Address of the Institution for which the Transcript is required	
3.	Enrollment No. of NSOU	
4.	Local Address for Communication	
5.	Mobile No(s).	
6.	E-mail ID	
7.	Course/Programme	
8.	Subject	
9.	Year of Passing	



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10.	Amount of Transcript Fee	@Rs.1,000/- per copy X ..... (specify the number) = ..... (Total Amount) [..... .....] (Total Amount in Words)
11.	Payment Transaction No. & Date	
12.	Candidate's Aadhaar /PAN Card No.	
13.	Reason of Prayer of Transcript	
14.	NSOU Bank Details	Indian Bank, Salt Lake City Branch, BD – 98 , Salt Lake, Sector – I, Kolkata – 700 064 Name of Account : Netaji Subhas Open University Current Account No. : 20021580770 IFSC : IDIB00K770 SWIFT Code : IDIBINBBMAS MICR Code : 700019290
15.	Signature of the Candidate with Date	

## N.B. :

1. Applicants are specially instructed to see and download the application format for the transcript (as available in our website) with details of requisite fees (**Rs.1,000/- per copy**), documents to be enclosed, delivery, etc. pertinent to Academic Transcript before filling the form for the same.
2. Use separate application form of Academic Transcript for each Course/Programme of Study.
3. The Academic Transcripts will be sealed (from the **Office of the Registrar**) and handed over to the candidate to be dispatched by the Candidate's at his/her own cost. Required envelopes will be provided along with the Transcripts without any additional cost. In general, there is no provision for sending such Transcripts by post.

Date : .....

.....  
Signature (as in signature proof)



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## General Instructions for Academic Transcript

- ❖ Please download the form for Academic Transcript from our website [www.wbnsou.ac.in](http://www.wbnsou.ac.in) .
  - ❖ **Eligibility** : Only passed out or Final year students having no back papers, of any **Degree Course of Study** of our University, may apply for Academic Transcript. In case of Ph. D., successful completion of **Coursework from our University** is mandatory to apply for the Academic Transcript.
  - ❖ **Documents and fees to be submitted along with the properly filled in Application Form** :
    - ATTESTED (BY (i) ANY GR. A OFFICER OF GOVT. SECTOR OR (ii) ANY WHOLE-TIME TEACHER OR ASST. REGISTRAR OF OUR UNIVERSITY) photocopies or notarized copies of both sides of relevant clear Mark Sheets / Grade Cards of all passed examinations and Ph. D awarding Certificate, if applicable, issued from the Netaji Subhas Open University.
    - SIGNATURE PROOF (e.g. Photocopy of Passport / Pan Card, Identity Card issued by the University, etc.), without attested / notarized photocopies of such documents, no Application Form will be entertained.
    - **Rs.1,000/-** (Rupees one thousand only) **per copy** w.e.f. 01.06.2023.
  - ❖ **Mode of Payment** :
    - Bank Transfer : In Indian Rupee :  
Indian Bank, Salt Lake City Branch, BD – 98, Salt Lake, Sector – I, Kolkata – 700 064  
Name of Account : Netaji Subhas Open University  
Current Account No. : 20021580770  
IFSC : IDIB00K770  
SWIFT Code : IDIBINBBMAS  
MICR Code : 700019290
- Note** : Necessary Details of Remittance to be furnished to NSOU for Verification of Credit at the time of submission of application.
- ❖ The application form must be signed by the candidate, as signed in the document of signature proof.
  - ❖ While filling the form, applicant must furnish his/her name in **capital letters** as printed on the Registration Certificate and Grade Cards / Mark-sheets issued by our University.
  - ❖ **Delivery related information** :
    - Delivery time & venue : Between **12.30 P.M. & 04.00 P.M. from NSOU (H.Q.) Registrar's Office (5<sup>th</sup> Floor) on working days.**
    - Academic Transcripts (hard copies only) may be collected by candidate or duly authorized person (whose signature must be attested by the candidate in the letter of authorization addressed to the Registrar of NSOU) normally after **1 (one) month (minimum)** of due submission of application. In case the transcripts are ready from our end, candidate may be intimated by SMS/Phone Calls from Registrar's Office.
    - At the time of collecting such Transcripts, **(i)** the Money Receipt against submission of required fees, **(ii)** Authorization (if the candidate cannot come by person) in proper form and **(iii)** photocopy of any authentic photo-identity-cum-signature proof of the candidate or authorized person (if applicable) have to be submitted.
    - The Academic Transcripts will be sealed (sealing is done from the **Office of the Registrar**) and handed over to the candidate to be dispatched by the Candidate's at his/her own cost. Required envelopes are provided along with the Transcripts without any additional cost. In general, there is no provision for sending such Transcripts by post.