



**MADURAI KAMARAJ UNIVERSITY**  
(TRANSCRIPTION COPIES – FEE STRUCTURE)

**For the candidates seeking transcription of certificates**

**In India**

1. Xerox Copy (For each) - Rs. 500/-  
 No. of Copies \_\_\_\_\_ x Rs. 500/-  
 Search fee (for each certificate) to be remitted  
 i) Current year : Rs. 400/- only  
 ii) From 1 to 10 Years : Rs. 500/- only  
 iii) From 11 to 20 Years : Rs. 1000/- only  
 iv) Above 20 years : Rs. 1500/- only  
 Postal 200/-  
 Total -----

**From WES / Abroad**

1. Xerox Copy (For each) – US \$ 30/-  
 No. of Copies \_\_\_\_\_ x US \$ 30/-  
 Search fee (for each certificate) to be remitted  
 Search fee : US \$ 15 /- only  
 Postage fee : US \$ 30/- only  
 WES Letter : US \$ 10/- only  
 Total -----

**ONLINE PAYMENT DETAIL**

SBI Reference No: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Rs. \_\_\_\_\_

**Application For Transcription Copies – Details**

1	Name of the Candidate				
2	Address of the Candidate with Pin Code and Email				
3	Name of the Degree & Subject		Degree	Subject	
4	Month and year of passing		Month	Year	
5	Name of the Examination centre (if D.D.E. student) and Centre Code / Name of the College & Centre Code (if College Student)	Exam Centre			
		Centre Code			
		Enrolment Number / Register Number			
6	Purpose for applying				
7	No. of copies required	Any others please specify	Mark Statement (No. of Copies)	Provisional Certificate (No. of Copies)	Degree Certificate (No. of Copies)

Place:  
Date:

Yours faithfully,

**SIGNATURE OF CANDIDATE**

NOTE:	1	CANDIDATES SHOULD ENCLOSE THE CLEAR XEROX COPIES OF THE CERTIFICATES FOR OBTAINING OFFICIAL TRANSCRIPT
	2	The fee should be paid through SBI Online only. (The Registrar, MKU, A/C)
	3	Filled-in application along with fee paid details should be sent to Dr.T.Dharmaraj, Controller of Examinations(i/c), M.K. University, Madurai – 625 021

**CHECKING FORMAT (for office use only)**

Application received date	Application processed date	Whether the credit particulars of fee verified?	Verification details of academic records TMR/Foil cards etc.,	Remarks, if any

Checked by

Supdt.

A.R/D.R/S.D.R