



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/-
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 Search fee (for each certificate) to be remitted
 Search fee : US \$ 15 /- only
 Postage fee : US \$ 30/- only
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 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. O. Ravi, Controller of Examinations, 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