



MADURAI KAMARAJ UNIVERSITY
 Accredited by NAAC with 'A++' Grade in the 4th Cycle
Application For Transcription Copies – Details



MKU Ref. No

CHECKING FORMAT (for office use only)

Fee Remittance Particulars	TMR / Academic records verification (for office use only)
SBI Reference No.:	TMR Page No. :
Date :	Month & Year of Passing :
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	Transcript Request Under	Normal	Fast Track			
1.	From the Candidate within India					
2.	From the Candidate from Foreign Countries					
3.	From the Institution / Agency within India					
4.	From the Institution / Agency from Foreign Countries					
	<table border="1"> <tr> <td>WES US</td> <td>WES CANADA</td> <td>OTHERS</td> </tr> </table>	WES US	WES CANADA	OTHERS		
WES US	WES CANADA	OTHERS				

(✓) Tick which ever is applicable and please specify the Institution/Agency in Column no.3 & 4.

1	Name of the Candidate				
2	Address to which the Transcription to be sent				
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:

SIGNATURE OF CANDIDATE

REVISED FORM (w.e.f 1.11.2022)

Mandatory Field: (To be filled by the candidate)

E-mail id:

Mobile No.:

(Reference No. for your application will be sent to your E-mail. You can track the status of your application form by using this Ref. No. in our university website)

NOTE:	1	Candidates should enclose the clear and fully covered Photocopies of the certificates, which should be clearly visible and readable, for obtaining Official Transcript.
	2	The Candidates who studied in Autonomous Colleges can only apply Transcription for their Provisional and Degree Certificates. They should separately apply Transcription for their Mark Statements to the colleges, if required.
	3	The fee should be paid through SBI Online only. (The Registrar, MKU, A/C)
	4	Filled-in application along with fee paid details should be sent to Prof. Dr. T. Dharmaraj, Controller of Examinations(i/c), M.K. University, Madurai – 625 021.

FEE DETAILS FOR OBTAINING TRANSCRIPTS <u>FOR WITHIN INDIA</u> UNDER NORMAL AND FAST TRACK SYSTEM	
Under Normal	Under Fast Track (despatched within three working days)
Photocopy for each Marksheet (Rs.700/-) Photocopy for each Degree (Rs.700/-) <u>Search Fee</u> Rs.500/- Current Year Rs.1000/- from 1 to 10 Years Rs.1500/- from 11 to 20 Years Rs.2000/- above 20 years	Photocopy for each Marksheet (Rs.1400/-) Photocopy for each Degree (Rs.1400/-) <u>Search Fee</u> Rs.1000/- Current Year Rs.2000/- from 1 to 10 Years Rs.3000/- from 11 to 20 Years Rs.4000/- above 20 years
FEE DETAILS FOR OBTAINING TRANSCRIPTS <u>FOR FOREIGN</u> UNDER NORMAL AND FAST TRACK SYSTEM	
Under Normal	Under Fast Track (despatched within three working days)
Photocopy for each Marksheet (US\$ 60) Photocopy for each Degree (US\$ 60) 30 US\$ Search Fee 75 US\$ for WES TOTAL = 225 US\$ (Sending the transcripts both email and Airmail Registered Post)	Photocopy for each Marksheet (US\$ 80) Photocopy for each Degree (US\$ 80) 50 US\$ Search Fee 90 US\$ for WES TOTAL = 300 US\$ (Sending the transcripts both email and Airmail Registered Post)

Grievances or enquiries regarding the application should only be sent to the following email id:

grievancescemku@mkuniversity.ac.in