

**Application Form for Issue of Provisional/Transcript Certificate**

To  
**The Registrar,  
ISBM University**

<p><b><u>To be filled by the office</u></b></p> <p>Certificate No..... Dispatch No..... Date.....</p> <p align="center"><b>Dealing Asstt.</b></p>
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<p><b>Affix latest Photograph</b></p>
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Sir,

I was a student of this University studied as Regular/Ex -student in the School of .....  
..... (ISBM University) and passed the examination in the Month and Year..... in.....Division. I Request you to kindly issue me Provisional Certificate/Transcript Certificate.

The necessary fee of Rs.....has been deposited in Bank Draft No. .... of Bank ..... Dated.....

1. Full Name in English (In Capital Letters) .....
  2. Full Name in Hindi .....
  3. Father's Name .....
  4. Mother's Name .....
  5. Examination last appeared/passed ..... Year ..... Division/Grade .....
  6. Marks obtained in last semester/year ..... Out of .....
  7. Grand total (Including all semester/year) ..... Out of .....
  8. School of ..... Enrollment No.: .....
- Date:.....

Address:.....

Yours faithfully

Pin.....Phone.....

(Signature of Student)

**CERTIFICATE OF THE HEAD OF THE DEPARTMENT**

Certified that the eligibility for award of Provisional certificate/ Transcript Certificate have been checked with the original of the concerned certificates, marksheets & office record of the University and found correct. The candidate may be issued the desired certificate.

**Signature and seal of the Head of the Department**

**Enclosures required:** (Please tick (✓) in appropriate box if enclosed)

1.  For Provisional Certificate please enclose a Self attested copy of the Final Semester/Year Marksheet.
2.  For Transcript Certificate please enclose a Self attested copy of the 1<sup>st</sup> to Final Semester/Year Marksheet.
3.  Demand Draft is payable in favor of ISBM University payable at Raipur.

**Note:**

1. Provisional and Transcript certificate will be issued after 30 days of receipt of application with prescribed fees.
2. Incomplete application(s) without requisite enclosure (as above) shall not be considered.
3. Recent passport size photograph self attested.

**Non Refundable Fees:**

<b>Provisional Certificate</b>	<b>Rs. 1000/-</b>		
<b>Postal Charge</b>	<b>Rs. 50/- extra</b>		
<b>Transcript Certificate</b>	<b>Rs. 5000/-</b>	<b>Second Copy Onwards</b>	<b>Rs. 1000/-</b>
<b>Postal Charge</b>	<b>Rs. 50/- extra</b>	<b>Postal Charge</b>	<b>Rs. 50/- extra</b>
	<b>(for India)</b>		<b>(for India) and</b>
	<b>And actual for</b>		<b>actual for</b>
	<b>abroad</b>		<b>abroad</b>