



**Appl. No:**

**THE GANDHIGRAM RURAL INSTITUTE – DEEMED TO BE UNIVERSITY**  
(Ministry of Human Resource Development, Government of India)  
Accredited by NAAC with ‘A’ Grade (3<sup>rd</sup> Cycle)  
Gandhigram, Dindigul District, Tamil Nadu – 624 302, India  
**APPLICATION FOR THE ISSUE OF THE TRANSCRIPTS**

(To be signed by the applicant only)

1. NAME OF THE CANDIDATE: 2. REGISTER NO:  
3. PROGRAMME OF STUDY: 4. YEAR OF STUDY:

5. COMPLETE POSTAL ADDRESS WITH PINCODE:

6. Contact Phone No. with STD code / Cell No:

7. Purpose for which Transcripts are required:

8. No. of sets of Transcripts required:

9. Certificates for which Transcripts are required : Consolidated Statement of Grades/   
Degree Certificate   
(Please tick whichever is required)

10. Whether Originals of the above Certificates have been attached. : Yes / No

11. Whether sufficient Photocopies are attached (Neat and legible copies with sufficient space at the bottom of the certificates for attestation to be provided) : Yes/No

12. Whether proof for Date of Birth, Father’s Name and Mother’s Name are attached : Yes/No

13. Payment Details:  
DD No. and Date/Challan :  
Name of the Bank :  
Amount of fees paid :

**Signature of the applicant with date**

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**(For Office use only)**

**Received the Transcripts in sealed cover**

**Received all original certificates**

**Signature:**

**Signature:**

**Date:**

**Date:**

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Serial No. of Transcript certificate Issued:

Transcript No:

Date of issue:



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### PROCEDURE FOR OBTAINING TRANSCRIPTS (Required for Higher Studies in Foreign Universities/Employment)

1. Candidates shall apply for the issue of Transcripts in the prescribed application only. It Can be downloaded from Institute Website: [www.ruraluniv.ac.in](http://www.ruraluniv.ac.in).
2. The application for transcripts can be filed only for self and not for and on behalf of others including the offsprings.
3. Application should be submitted in person or through an authorized person (along with a letter authorizing him/her to receive the transcripts on his/her behalf) at the Office of the Controller of Examinations.
4. The fee for issue of transcripts is **Rs. 250/- (Rupees Two Hundred and Fifty only)** for each copy of anyone of the Certificates, (i.e.) Consolidated Statements of Grades/Degree Certificates issued by the Registrar/Controller of Examinations payable by Demand Draft drawn in favour of “The Registrar, Gandhigram Rural Institute-Deemed to be University, Gandhigram – 624 302” payable at Gandhigram. Payment can also be made by challan at Gandhigram Rural University Branch of Canara Bank in AC. No: 10000
5. The applicant should produce required number of complete good quality photo copies of the certificates (Consolidated/Degree) for which transcripts are required.
6. The applicant should submit the filled-in application along with ( i) Demand Draft  
ii) Original certificate  
iii) photo copies and iv) one Recent color passport size photo)  
v) Proof for Date of Birth, Father’s Name and Mother’s Name to the Office of the Controller of Examinations. The authorized signatory will sign the Transcript & envelopes (in which the Transcripts are put and sealed) and the individual can collect the Transcript after acknowledging the receipt of the Transcript Covers.

**CONTROLLER OF EXAMINATIONS**



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**TRANSCRIPT CERTIFICATE**

NAME OF THE CANDIDATE :  
REGISTER NUMBER :  
FATHER'S NAME :  
MOTHER'S NAME :  
SEX :  
NATIONALITY :  
DATE OF BIRTH :  
PROGRAMME STUDIED :  
PERIOD OF STUDY :  
MONTH AND YEAR OF  
COMPLETION :  
MEDIUM OF INSTRUCTION :

Affix your  
Passport  
size  
Photograph

This is to certify that the above mentioned student has completed the programme of study in Gandhigram Rural Institute-Deemed to be University. The attested copies of consolidated statement of Grades and the degree certificate are enclosed.

**Date:**

**CONTROLLER OF EXAMINATIONS**