INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. **Name : _____**

2. **Programme:** ☐ **Enrolment No:** ☐☐☐☐☐☐☐☐☐

3. **Address: .....**

   .....

   ..... Pin ☐☐☐☐☐☐

4. **Purpose for which: .....**
   transcript is required .....

5. **Fee detail:-**

   Fee for the official transcript:-

   Rs. 200/- per transcript, if to be sent to the student/institute in India.
   Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
   (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

   No. of transcript(s): ……..…… X Rs. 200/ Rs. 400/- = Total Amount: Rs.....
   Required
   Demand Draft No.: …… Date:
   …….....

   Issuing Bank:
   …….....

6. **Whether the transcripts to be mailed by the University: Yes/No (please tick)**

7. **Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)**
   .....

   .....

   .....

   Date:..... **(Signature of the student)**
   The filled in form with the requisite fee is to be sent to:-

   The Registrar,
   Student Evaluation Division,
   Indira Gandhi National Open University,
   Maidan Garhi,
   New Delhi-110068.

Note:- The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.