



Academy of Scientific and Innovative Research

Application Form for Issue of Official Transcript

Note: PLEASE READ INSTRUCTIONS GIVEN ON NEXT PAGE CAREFULLY BEFORE YOU APPLY.

1. Name of Candidate : _____
2. Father's Name : _____
3. CSIR Lab last attended by the candidate: _____
4. Enrolment No. : _____
5. Particulars of Examinations Appeared/ Passed:

Examination	Faculty/ Specialization	Year of Passing	CGPA

6. Title of Project/ Thesis:

7. *Address for sending the Transcript:

8. No. of copies of Transcript required: _____
9. Amount of requisite fee to be paid: _____
10. Mode of payment: _____
11. Details of Payment:
Date (dd/mm/yyyy): _____ Transaction ID: _____
Demand Draft No.: _____
12. Have you applied for Transcript earlier, if so, please mention the date (dd/mm/yyyy):

13. Telephone: _____ Residence: _____

Date (dd/mm/yyyy): _____

(Signature)

*The Transcript would be sent directly to the University applied for. Any request for sending the Transcript to the applicant must be justified with proper reason (Please find further details in Instructions).

INSTRUCTIONS

1. The request for Transcript should be made as follows:
 - i. Fill the form completely
 - ii. Click the '**Submit Form**' button (*top right corner*).
 - iii. Send us a scanned copy of the signed form through e-mail at info@acsir.res.in with subject line: **Request for Transcript <Name> <Enrollment No.>**.
 - iv. Send the signed form by regular mail/ Speed Post along with payment by bank demand draft of prescribed amount. Alternatively, the charges could also be paid by either bank transfer or cash deposit following the details as below:

AcSIR Bank Account No.: 32594652804
Bank: State Bank of India
Branch Code No.: 04285
Branch Name: Tidel Park, Chennai
IFSC Code: SBIN0004285
MICR: 600002105

2. The particulars of the student furnished in the form should correspond with those appearing in the mark sheet already issued to him/her. The application form must be signed by the student and in no case by someone else on his/ her behalf.
3. The required transcript will be issued within a period of ten working days from the date of submission of application along with the prescribed fee.
4. Normally the Transcript(s) would be sent directly to the University/ Institution where the student has applied.
5. Any request for sending the Transcript(s) to the student's address must be justified with appropriate reason.
6. Prescribed fee is as follows:

Transcript	If applied from within India (INR)*	If applied from abroad (USD)*
Every request (up to 5 years)	i) 1100/- ii) 100/- for each additional copy	i) 70 ii) 10 for each additional copy
More than 5 years	1500/-	100

*Including postal charges

7. Please note that the charges for additional copies of the Transcript(s) should not come at a later date. It must be done in one go.
8. The number of years shall be calculated from the last examination passed from AcSIR.