



BRAINWARE UNIVERSITY

398, Ramkrishnapur Road, Barasat,
North 24 Parganas, Kolkata - 700 125, India



Off:

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Web site : www.brainwareuniversity.ac.in

APPLICATION FORM FOR TRANSCRIPTS

To
The Controller of Examinations
Brainware University

1.	Name (In Capital Letter): (As printed in your registration certificate of University)		
2.	Father's / Guardian's Name: (As printed in 10th Standard admit card)		
3.	Date of Birth: (dd/mm/yyyy) (As printed recorded on your 10th standard Admit card)		
4.	Gender (Male / Female)		
5.	Programme Name:		
6.	Year of Admission:		
7.	University Registration No & Session of registration: (AS printed in your registration certificate issued by University)		
8.	University Examination Roll No:		
9.	Year of Passing:		
10.	Present status of the candidate:		
11.	Mode of Payment (NEFT / Cash)	NEFT Transaction reference no: Date: Amount: Name of the Bank & branch:	Amount: Money Receipt No: Date:
12.	No. of Copies of Transcript required (In word)		
13.	Mode of Receipt of Transcript	In Person / Authorized Person	

INSTRUCTION FOR TRANSCRIPT

1.	One set of the above documents will be issued along with an envelope.
2.	Fees to be paid for each copy of transcript @ INR 2500 (Rupees Two Thousand Five hundred only).
3.	Enclosure with the application: i) Self attested Photo Copy of University Money Receipt. ii) Self Attested Photo Copy of Registration Certificate. iii) Self Attested Photo copy of all mark sheets including failed mark sheets arranged in chronological order. iv) Self Attested Photocopy of Degree certificate.
4.	The application fees to be remitted in favour of Brainware University by cash or NEFT. Bank details for NEFT payment : Bank Name: Axis Bank Ltd Account Holder's Name: BRAINWARE UNIVERSITY Account No. : 916010037463585 Account Type: Savings IFS Code: UTIB0000021 Branch Name: NABAPALLY Branch Address: SANGAM MARKET, COLONY MORE, NABAPALLY, BARASAT, KOLKATA – 700 126 You are advised to provide the following information of online payment to the e-mail Id: accounts@brainwareuniversity.ac.in 1. Student Name, 2. Student Code, 3. Transaction ID, 4. Bank Name of the University, 5. Amount, 6. Date of Transaction 7. Attach the form in pdf format.
5.	The complete application to be sent to “The Controller of Examinations, Brainware University, 398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata -700125, West Bengal, India”.
6.	Maximum time for issue of Transcripts: A Maximum time of 7 working days from the date of receipt of application form at the Controller of Examinations office.
7.	Enquiry about the status of application: The status of the application may be enquired by mentioning the application number, mentioned in the Payment Receipt issued by the COE Office. Contact Phone No. (+91) 033 -6901 0530, E-mail: acoe@brainwareuniversity.ac.in
8.	To collect the Transcript in person: If the candidate is collecting the transcript in person, you are requested to bring the original money receipt with application no and original registration card which was issued by the University. The transcripts will not be issued to any other authorized person, without an authorization letter, Original identification proof, original money receipt.