

INSTRUCTIONS TO THE CANDIDATE/ COLLEGES

A Candidate applying for Transcripts should forward his/her application through the Principal/ Dean /Head of the concerned College/ Department.

1. A photocopy of all mark-sheets and Convocation Degree Certificate verified and attested by the Principal of the concerned College/Head of the Department of the University should be submitted along with his/her application for transcripts. The application for issue of transcript should be signed by the Principal/Dean/Head of the Concerned College/Department.
2. The Scheme of Examination for Professional Courses should be attached by the college along with the transcripts.
3. Students should apply at least a month in advance. Transcripts will not be sent by post.
4. The fees for issue of transcript are to be paid by Demand Draft payable at Panaji or paid by Challan at the State Bank of India, Goa University Branch situated at the University Shopping Complex/Crossed Postal Order drawn in favour of the Registrar, Goa University at the following rates:

Particulars	Rate per copy
i. Issue of Transcripts for Professional Programmes	Rs. 350/-
ii. Additional copies for Professional Programmes	Rs. 350/-
iii. Issue of Transcripts for General Education Programmes	Rs. 230/-
iv. Additional copies for General Education Programmes	Rs. 230/-
v. Attestation of Academic Record (WES and any other certificates)	Rs. 350/-
vi. Medium of Instruction Certificate	Rs. 120/-

5. Challans are available at the Academic Section of the University. One copy of the Challan should be submitted with the application form.
6. For further details you may contact the Principal/Head of concerned College/Department Academic Section on +91-8669609025 or +91-8669609064.