Cashier, please accept Rs. ……..

Dated: ……..

APPLICATION FORM IS BEING ACCEPTED PROVISIONALLY SUBJECT TO VERIFICATION OF DETAILS

INDIAN BOARD OF VOCATIONAL AND TECHNICAL EDUCATION

(NEW DLEHI)

Website: www.ibvte.com

Application Form for Issue of Official **Transcript of Marks/Diploma.**

Note: For Instructions, please see reverse

Student's Photo

To
Controller of Examination
Indian Board of Vocational and Technical Education
Kabir Nagar Shahdara Road New Delhi 110094

Sir,

I wish to have a **Transcript of Marks/Diploma** copy of my Diploma/Certificate for the Programmed ..... Examination for the following reasons:

……

……

1. The required particulars are given below:
2. Name of candidate (Block letters) Mr. / Mrs. / Miss
   - Middle Name :-
   - Last Name :-
3. Father's Name
4. Mother's Name
5. **IBVTE** Exam Roll No
6. **IBVTE** Enrollment No.
7. Exam / Course
8. College/ Institute Name :-
9. Exam Center Name :-

10. Year……..

11. 10. No. of Additional Copies for Transcript Required ……

Principal / H.O.D. (Signature with Rubber Stamp) **Signature of Candidate**

Note: Signature of the candidate must correspond to that on Examination form filled in by him/her.

For Office Use

The particulars regarding the above examination mentioned by the student have been verified from the record and found correct.

Sr. No.	Year	Roll No.	Examination Passed	Marks Obtained	Result	Division	Particulars

Instructions

1. All Public dealings are made from 9:30 am to 3:00 pm (Excluding Lunch Hour).
2. The Particulars of the student given in the form should correspond with those appearing in the certificate issued to him/her from time to time. The application form must be signed by student and in no case by someone else on his/her behalf.
3. Photocopies of all the marksheets of the Examinations taken by the candidate and a copy of the syllabus (in the case of Transcript/Nomenclature) be enclosed with the application form.
4. The required transcript will be issued after a period of ten working days (two weeks or so) excluding Saturday/Sunday and other Gazette holiday from the date of submission of application with prescribed fee.
5. The delivery of the Certificate will be made in person to the Candidate or to his nominee, authorized in writing, at the Council Office during working hours.

6. If required by post, they should enclose a self-addressed envelope with requisite postal charges.
7. **Prescribed fee is as follows: - Transcript**

If applied from within India	**If applied from abroad**
Rs. 2500/-	US$ 2500*/- (Including Postal Charges)

8. Additional Copies (Rs 200/- each)
9. Please note that the additional copy charges are applicable only in case the copies are requested at the time of original Transcript and not at a later stage.
10. Send to Controller of Examination Branch C-77, Sector-2, Near Metro Station Sector - 15, Noida Uttar Pradesh-201301

Order by Registrar/Controller of Examination

INDIAN BOARD OF VOCATIONAL AND TECHNICAL EDUCATION

(NEW DELHI)