



RKDF UNIVERSITY RANCHI

ARGORA, KATHAL MORE ROAD, DHIPATOLI - PUNDAG, RANCHI – 834004

Application for obtaining Transcript Certificate

1. Mode of Application : Regular ☐ Tatkal ☐
2. Name of the Student : _____
3. Father's Name : _____
4. Enrollment No. : _____
5. Course : _____
6. Contact No : _____
7. ABC ID : _____

8. Details of last Examination Passed from RKDF University Ranchi:

Examination Passed	Year of Passing	CGPA/Percentage	Department

9. Fee Paid Details:

Amount: _____ Receipt No: _____ Dated: _____

10. Mode of Collection of Certificate: In Person ☐ By Post ☐

DECLARATION BY THE APPLICANT

I declare that the above particulars are true to the best of my knowledge and belief. In case any statement made by me is found to be incorrect my application shall be liable to be cancelled.

Full Signature of the Applicant with Date

Office Notes

Received By
(Date)

Checked By
(Date)

Prepared By
(Date)

INSTRUCTIONS FOR THE APPLICANT

1. Application Form for Migration must be accompanied with the
 - a) **No dues form**
 - b) **Self-attested photocopy of mark sheet of the last examination passed/appeared from RKDF University.**
2. Incomplete application form and form submitted after due date shall not be entertained.
3. Fees once paid are not refundable.

5. Current Rate of Fees is as under:-

Certificate	Regular Fees (Rs.)	Tatkal Fees (Rs.)
Transcript Certificate	1500	3000

This is however subject to change.

Additional Rs. 500 if opted to receive Certificate by post.

Note:

If there is urgency in getting the certificate, the candidate may apply for the same certificate under Tatkal scheme. Under this scheme the student can get the certificate within three working days' time after the application has been received.

BANK DETAILS

Bank Name	:	PUNJAB NATIONAL BANK
Branch Name	:	GONDHERMHOW (BHOPAL)
Account No.	:	7548002100000593
IFSC Code	:	PUNB0754800
Account Holder's Name	:	RKDF UNIVERSITY RANCHI
Branch Address	:	GONDHERMHOW (BHOPAL)