

## **Verification of Certificates/ Marksheets and Transcripts**

### **For Verification of Certificates/ Marksheets**

The Certificates/ Marksheets issued by Tripura University to the students may be verified with the office of the Controller of Examinations through the following process:

- 1) A formal application to that effect must be made addressing to the Controller of Examinations.
- 2) The application must be supported by photocopies of the Certificates/ Marksheets that are intended to be verified.
- 3) Verification fee of Rs. 300/- per candidate (exempted for the agencies/ department of Govt. of India/ State Govt./ Govt. under takings) by DD favouring "REGISTRAR, Tripura University" payable at SBI, Tripura University Campus Branch is applicable.
- 4) The verification report in hard copy will be dispatched to the concerned agency and soft copy of the same may be provided on request in writing.

### **For Transcript**

- 1) The requests for Transcript will be entertained vide formal application by the concerned candidate or any person authorized by the candidate only.
- 2) Application for Transcript can be made through plain paper mentioning number of Transcripts required along with the photocopies of all the Marksheets and the Registration Certificate addressing to the Controller of Examinations to the office of the Controller of Examinations.
- 3) Fee per Transcript: Rs. 800/- (Course duration up to 3 years) or Rs. 1000/- (Course duration beyond 3 years) to be paid vide T.U. Bank Challan. (Challan available in the receive section of the office of the COE)
- 4) While submitting the application, one original part of the challan must be attached with the application form.
- 5) The Transcript can be collected in a sealed envelope by the concerned candidate in person or any other person authorized by the candidate only.

