

Application for Transcript / Provisional Certificate / Duplicate Admit Card / Duplicate Marksheet / Duplicate Certificate

To

The Deputy Registrar (Examinations) Visva-Bharati, Santiniketan, West Bengal

Through : The Adhyaksha,Bhavana / Vibhaga, Visva-Bharati

Sir,

I have to request you to be so good as to issue a Transcript / Provisional Certificate / Duplicate Admit Card / Duplicate Marksheet / Duplicate Certificate for the following examination.

Yours faithfully,

in full)



Email ID :

Memo No. :....

Forwarded to the Controller of Examinations. The above statement is true. The Transcript /Provisional Certificate/ Duplicate Admit Card / Duplicate Marksheet / Duplicate Certificate can be issued in favour of

Sri / Srimati

Date :

Adhyaksha Bhavana / Vibhaga

* For Transcript Rs. 500/ For Duplicate Marksheet / Certificate Rs. 200/ For Provisional Certificate Rs. 100/-

For Duplicate Admit Card Rs. 50

N.B.: For Transcript - Detailed address of the Institute(s) to whom the transcript to be sent should be mentioned clearly in a separate sheet.