



POKHARA UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
Kaski, NEPAL

S.N.....
Delivery Date:.....

Application for academic documents

I hereby apply with all required credentials and under mentioned fee for following documents as per the University regulations. (Please assign a tick mark (✓) in appropriate row of the Check in Column)

S.N.	Documents	Check in Column	Document Fee (NRs)	Account Approval (Office use only)	
1.	Academic Transcript		1000.00	C.R.No.	
2.	Migration Certificate		500.00		
3.	Provisional Certificate		500.00		
4.	Registration Card (duplicate)		200.00		
Total				Date:	

*set includes Degree certificate, Transcript and Migration certificate

STUDENT DETAILS

Name of Student	ENGLISH (CAPITAL)				
	नेपाली				
Fathers' Name (ENGLISH CAPITAL)					
Name of Institute / School / College					
PU Registration Number			Exam Roll No.		
Date of Birth (DD/MM/YY) AD			Faculty		
Date of Enrollment (MM/YY) AD			Program		
Date of Completion (MM/YY) AD					

Instruction to the Applicant

- To apply for Transcript, applicant must submit an additional detailed form approved by the head of concerned institution along with copy of all grade sheets, copy of PU Registration card and copy of citizenship card.
- All the required information must be filled up clearly. The applicant shall be responsible for any delay in procuring documents due to incomplete or incorrect information.
- Applicant must submit a Bank voucher of required amount deposited in Pokhara University saving account at Nepal Investment Bank Limited A/C No.

0	1	1	0	5	0	2	0	0	1	1	9	3	8
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- Normally documents will be delivered after 15 days of the applicant registration at the office of the Controller of Examination.
- Applicant must be present with the fee paid memo and legitimate identity card or citizenship card for receiving the documents or otherwise one could assign his/her representative with clear written consent.
- Duplicate of the document will be provided after receiving the required fee (as original) and missing proofs (notice on 'A' grade national daily newspaper) of the previous document. In case of missing the degree certificate, only provisional certificate will be provided after receiving sufficient missing proofs and required fee.
- Once the transcript is issued, the applicant must submit a copy of the transcript to apply for any other documents. For the degree certificate applicant must submit 2 (two) copies of recent passport size photographs.
- Provisional certificate will be issued only if the Degree certificate is not issued. After convocation no provisional certificate will be issued to the respective students.
- To apply for official copy the applicant should submit photocopy of the respective documents along with original copy and the required fee.
- Application form will be available at: i) office of the Controller of Examinations, Lekhnath - 12 Dhungepatan, Kaski ii) Liaison office, Kathmandu iii) can be downloaded from the University website.
- The above mentioned document fee, terms and conditions are effective from 16 December, 2010. Pokhara University reserves the right to change any provisions or requirements contained in this from at any time, without pre-notification.

Full Signature of applicant:.....

Email:.....

Contact No.:.....

Date:.....

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DETAIL FORM FOR TRANSCRIPT

SN	Code No.	Course Title	Credit	Grade	SN	Code No.	Course Title	Credit	Grade
First Semester					Second Semester				
1.					1.				
2.					2.				
3.					3.				
4.					4.				
5.					5.				
6.					6.				
7.					7.				
8.					8.				
9.					9.				
10.					10.				
Total credit hour					Total credit hour				
Semester Grade Point Average (SGPA)					Semester Grade Point Average (SGPA)				
Third Semester					Fourth Semester				
1.					1.				
2.					2.				
3.					3.				
4.					4.				
5.					5.				
6.					6.				
7.					7.				
8.					8.				
9.					9.				
10.					10.				
Total credit hour					Total credit hour				
Semester Grade Point Average (SGPA)					Semester Grade Point Average (SGPA)				
Fifth Semester					Sixth Semester				
1.					1.				
2.					2.				
3.					3.				
4.					4.				
5.					5.				
6.					6.				
7.					7.				
8.					8.				
9.					9.				
10.					10.				
Total credit hour					Total credit hour				
Semester Grade Point Average (SGPA)					Semester Grade Point Average (SGPA)				
Seventh Semester					Eight Semester				
1.					1.				
2.					2.				
3.					3.				
4.					4.				
5.					5.				
6.					6.				
7.					7.				
8.					8.				
9.					9.				
10.					10.				
Total credit hour					Total credit hour				
Semester Grade Point Average (SGPA)					Semester Grade Point Average (SGPA)				

SN	Code No.	Course Title	Credit	Grade	SN	Code No.	Course Title	Credit	Grade
Ninth Semester					Tenth Semester				
1.					1.				
2.					2.				
3.					3.				
4.					4.				
5.					5.				
6.					6.				
7.					7.				
8.					8.				
9.					9.				
10.					10.				
Total credit hour					Total credit hour				
Semester Grade Point Average (SGPA)					Semester Grade Point Average (SGPA)				
					Sum of Credits in all Semesters				
					Cumulative Grade Point Average CGPA (Official Use)				

I declare that the particulars given above are correct. I have attached all documents required to receive the transcript. I agree that false information or insufficiency of documents will lead to my inability of receive Transcript.

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Signature of applicant

Date:.....

I certify that the student has cleared all dues of the college and qualified to receive the Transcript. To the best of my knowledge, the particulars furnished by the students are accurate.

.....
Signature

Head of Institution

Office Seal

Date:.....