



# VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

**Directorate of Distance Education, Salem - 636308**

## **Application for Transcript Certificate**

Candidate should read the instructions very carefully before filling in the columns. Any Column left blank will cause delay in issuing of certificate.

1. Name of the Student :  
(As registered in the University Records)
2. Father's Name :
3. Sex :
4. Date of Birth :
5. Registration No. :
6. Name of the Course Studied :
7. Month & Year of passing :
8. Number of Transcript Required :
9. Purpose :
10. Contact No. & e-mail ID. :
11. Any other details please specify :
12. Details of Payment : DD/NEFT
13. Amount in Rs. :
14. DD no./NEFT Transaction ID :
15. Date of Payment :
16. Name of the Bank and Branch :

Complete address with PIN code  
for correspondence

Address to which the Transcript is to be sent

PIN code:

Date:

Signature of the Candidate

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FOR OFFICE USE ONLY

**Instructions to the candidates for applying the transcript certificate**

1. The application should be filled in with block letters.
2. Clear copies of all Mark statements and Provisional certificates should be enclosed.
3. The processing fee for transcript is Rs. 1,500/- (One Copy) and it can be send either by DD drawn in favour of the “**DDE, VMU**” payable at Salem or through NEFT payment. Details required for NEFT payment is available in our official website [www.vmrf.edu.in](http://www.vmrf.edu.in).
4. Any identification proof of the candidate preferably bearing father name should be enclosed.
5. Candidates those who require the transcript is to be dispatched in sealed envelope are instructed to mention it in the coloumn no.11 of the application.
6. For the dispatch of the transcript to outside the country, a proof of the candidate’s residential address is necessary.
7. Address to which the transcript is to be sent must be complete with postal/ZIP code.
8. Contact details including mobile number and e-mail ID are to be mentioned in clear.
9. The duly filled in application along with necessary documents and DD / proof of NEFT payment should be submitted to **The Assistant Controller of Examinations**, Directorate Distance Education, Vinayaka Mission’s Research Foundation (Deemed to be University), Ariyanoor, Salem – 636 308, TN.