

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**Jamia Hamdard**

Ref. No. JH/Exam/2026/06/066

**Process for Issuance of Transcript**

Students seeking issuance of an Official Transcript shall **download and fill the prescribed Transcript Application Form available at:**  
<https://www.jamiahamdard.ac.in/examination-form772>

<b>Modes of Issuance and Fee Structure</b>		
<b>Particulars</b>	<b>Processing**</b>	<b>Fee*</b>
Transcript (for Indian)	(Normal Processing)	₹ 500 per mark-sheet
Transcript (for NRI/Foreign)	(Normal Processing)	₹ 1,000 per mark-sheet
Within 15-20 working days		
Transcript (for Indian)	(Fast Track)	₹ 1,000 per mark-sheet
Transcript (for NRI/Foreign)	(Fast Track)	₹ 2,000 per mark-sheet
Within 07-10 working days		
Additional Transcript Copy	-	₹ 500 per mark-sheet
Postage / Dispatch Charges (International)	-	As per actual postal/courier charges

**\*Fee is subject to revision by the University from time to time.**

**\*\*Subject to verification of records and submission of complete documents.**

**Required Documents**

1. Submit the application in the prescribed format for the issuance of Transcript.
2. Prescribed fee payment receipt.
3. Copies of all Semester/ Annual Mark Sheets, including backlog/supplementary /special examinations mark sheets,(if any).
4. Copy of the High School (Class X) Certificate for verification of name and date of birth.
5. NRI/Foreign Students residing abroad may submit a copy of their passport.
6. Copy of Degree Certificate (if awarded).
7. Complete postal address and contact details of the recipient institution/organization (if the transcript is to be dispatched directly).
- 8. Authorisation Letter and ID proof of the authorised representative (if the transcript is to be collected by another person).**
9. Documentary proof/evidence indicating the purpose for which the transcript is required (e.g., admission, employment, credential evaluation, immigration, etc.).
10. Submit the duly filled and signed application form, duly recommended and forwarded by the Principal/Head/Dean of the Department/School last attended, along with all requisite supporting documents, to the Examination Section, 2nd Floor, Jamia Hamdard, New Delhi - 110062. Applications that are incomplete, unsigned, or not duly recommended/forwarded by the competent authority shall not be processed and may be returned to the applicant for compliance.

**Blurred, illegible, incomplete, or improperly scanned documents shall be treated as deficient submissions. Such applications may be kept on hold, returned for resubmission, or rejected, resulting in delays in processing or non-issuance of the requested certificate/document until complete and legible documents are provided.**

**Verification of Records**

The University reserves the right to verify all academic records and supporting documents submitted by the applicant. Submission of forged, fabricated, or misleading documents may result in rejection of the application and initiation of disciplinary or legal action, as deemed appropriate.

**Mode of Issuance**

Applicants may opt for either of the following modes for receiving the transcript:

**Option 1: Hard Copy Transcript**

- The transcript will be prepared in physical form and may be collected in person by the applicant or through an authorised representative.
- If collection is to be made by an authorized representative, an authorization letter signed by the applicant along with a copy of the applicant's identification document, must be submitted.

**Option 2: Transcript through Email**

- A scanned copy of the transcript may be issued through email, wherever acceptable to the receiving institution/organization.
- Applicants must clearly mention the email address of the recipient institution/organization and provide supporting proof indicating that electronic transcripts are accepted.

**Procedure**

<b>Normal Processing Mode</b>	<b>Fast Track Processing Mode</b>
Submit the application along with the prescribed documents and the fee receipt.	Applicants seeking Fast Track processing are required to submit reason for requesting Fast Track processing accompanied by documentary evidence in support of the request (such as an admission offer letter, employment requirement, visa appointment, court order, or any other relevant document). <b>Incomplete applications or requests submitted without supporting evidence shall not be considered for Fast Track processing.</b>
The Examination Section shall verify the academic records and supporting documents.	Applications under Fast Track Mode shall be accorded priority processing.
Upon successful verification, the transcript shall be prepared and issued within the prescribed timeline.	Verification of records shall be undertaken on an expeditious basis.

The transcript may be collected by the applicant/authorised representative or dispatched through Speed Post/Courier upon payment of applicable postage charges.	Subject to successful verification of records, the transcript shall be issued within the Fast Track timeline.
	The transcript may be collected personally or dispatched upon payment of applicable postage/courier charges.

**Postage and Dispatch**

- Where multiple transcript sets are sent to different addresses, postage charges shall be applicable for each address separately.
- International dispatch shall be made only after payment of the actual postal/courier charges as determined by the University.
- **The University shall not be responsible for delays caused by postal or courier agencies after dispatch.**

**Important Instructions**

- Incomplete applications or applications without the prescribed fee shall not be processed.
- Fast Track processing does not exempt applicants from verification requirements.
- Processing timelines may be extended in cases requiring the retrieval of archived records or additional verification.
- Applicants are advised to retain proof of payment and postal tracking details for future reference.

**Collection of Transcript:** Students must collect the Transcript within 3 months of issuance, University will not be responsible for the Transcript after 3 Months. If the transcript is not collected within the prescribed time, the same will be consigned to unclaimed transcripts which may not be retrieved at future date. In such cases, the student has to apply fresh following all the requirements of a new application.

**Prohibition of Outside Agencies:-Use of Unauthorized Agencies:** The University does not authorize or recognize any external agency, consultant, or intermediary for obtaining transcripts on behalf of students. Students are advised not to engage any such agency. If it is found that an applicant has availed the services of an unauthorized agency for obtaining transcripts, the University reserves the right to take appropriate action in accordance with applicable rules and regulations.

**Vigilance / Anti-Corruption Clause**

**Anti-Corruption Advisory:** Applicants are advised not to offer or pay any bribe or unauthorized consideration to any person for processing transcript applications. Any demand for illegal gratification or any information relating to corruption may be reported to the Controller of Examinations, Chief Vigilance Officer (CVO), or other Competent Authority of the University.

**Disclaimer:** It shall be the sole responsibility of the applicant to ensure that the transcript application is complete in all respects and accompanied by all required documents and prescribed fees. The Examination Section shall not be responsible for delays, rejection of applications, or any consequential loss arising from incomplete applications, incorrect information, or failure to comply with the prescribed instructions.



Controller of Examinations  
Jamia Hamdard