



THE UNIVERSITY OF BURDWAN
NORMS FOR THE ISSUANCE OF TRANSCRIPTS
(Approved by the Executive Council, Dated 26.12.12)

1. An application on a plain paper to be made addressing to the Controller of Examinations, Burdwan University duly forwarded by the Head of the Institution/Head of the respective Departments of PG students/Principal of Colleges for Under-graduate Students.

2. Requisite fee @ Rs.500.00 (Five hundred only) per Transcript may be submitted either by Bank Draft drawn in favour of the Finance Officer, Burdwan University payable at State Bank of India, Burdwan University Branch or in the cash counter of this university against proper challan applicable for the issuance of the transcript.

3. Fee for sending Transcript (EMS Tariff for International Speed Post)

Domestic & Overseas

May be had from annexure 1 & 2.

4. Photocopy of the Registration Certificate of this University, mark-sheet, credit-card (for Engineering Faculty only) both sides, certificate in the reduced form (i.e.A4 size) duly attested are to be submitted to the office of the Controller of Examinations.

5. Photocopy of the mark-sheet, credit-card, certificate (A4 Size only) without attestation are to be submitted in as many sets as the number of transcripts required (in case of Engineering Faculty all the relevant papers of all the semesters (1 to 8 semester).

6. Photocopy of the norms, if any of the overseas Institution in connection with the issuance of transcripts where the concerned candidate seeks admission, to be submitted along with the application.

7. Two copies of computer typed addresses of the Institution to which the transcripts are to be sent are required (Length =3 ½ inches, Breadth=2½ inches should not exceed).

If the address of the institution concerned is not provided then a declaration by the candidate concerned is to be made in writing.

8. In case of hand delivery of the transcript to the authorized person appropriate letter of authorization should be submitted.

9. Contact Phone No.-(91)-342-2634975

10. Extension Record section-253

11. Controllers of Examinations-----240

12. WEBSITE-----www.buruniv.ac.in

E.MAIL-----ce@buruniv.ac.in

#####

DOMESTIC

Category	Rate in Rupee upto 2 kg	For every additional kg: 3kg to 10 kg Rupees	For every additional kg: beyond 10 kg rupees
Local	25	3	2
Upto 500 km	40	5	4
501-1000 km	50	10	8
1001-2000km	60	20	15
Above 2000 km	80	25	20

ABROAD

NO	Country/ Continent/ Sub-continent	First 250gms or part thereof INR	For every additional 250gms or part thereof INR	NO	Country/ Continent/ Sub-continent	First 250gms or part thereof INR	For every additional 250gms or part thereof INR
01	Afganistan	638	52	25	El Salvador	790	180
02	Argentina	805	200	26	Eritrea	760	75
03	Australia	630	155	27	Estonia	755	75
04	Austria	905	90	28	Ethiopia	995	75
05	Bahrain	680	50	29	Fiji	480	150
06	Bangladesh	485	35	30	France	815	105
07	Barbados	615	165	31	Georgia	910	65
08	Belarus	930	85	32	Germany	865	100
09	Belgium	785	100	33	Ghana	455	120
10	Bermuda	575	150	34	Greece	925	85
11	Bhutan	370	35	35	Guyana	830	185
12	Botswana	950	110	36	Hong Kong	590	60
13	Brunei Darussalam	400	65	37	Hungary	930	90
14	Bulgaria (Rep)	650	85	38	Iceland	960	115
15	Cambodia	505	55	39	Indonesia	440	70
16	Canada	930	165	40	Iran	900	60
17	Cape Verde	825	150	41	Iraq	590	65
18	Cayman Island	780	175	42	Ireland	1030	110
19	China (People's rep)	400	65	43	Israel	760	75
20	Cuba	875	190	44	Italy	975	95
21	Cyprus	760	75	45	Japan	420	90
22	Democratic Republic of Congo	950	110	46	Jordan	760	75
23	Denmark	1030	100	47	Kenya	885	75
24	Egypt	730	75	48	Korea (Republic of)	410	75

49	Kuwait	665	60	74	Portugal	720	115
50	Latvia	695	90	75	Qatar	740	55
51	Luxembourg	865	100	76	Rwanda	695	90
52	Macao (China)	395	60	77	Romania	1005	80
53	Malawi	700	95	78	Russia	1160	80
54	Malaysia	900	55	79	Saudi Arabia	745	60
55	Maldives	375	50	80	Senegal	820	150
56	Mauritius	765	80	81	Singapore	430	60
57	Mexico	880	195	82	South Africa	865	100
58	Mongolia	670	65	83	Spain	795	110
59	Morocco	800	115	84	Sri Lanka	415	40
60	Namibia	640	110	85	Sudan	920	80
61	Nauru	580	150	86	Sweden	1015	95
62	Nepal	365	35	87	Switzerland	1175	100
63	Netherlands	1050	100	88	Taiwan	515	75
64	New Zealand	520	185	89	Tanzania	770	85
65	Niger	450	115	90	Thailand	380	50
66	Nigeria	840	115	91	Tunisia	705	100
67	Norway	1310	100	92	Turkey	645	80
68	Oman	650	50	93	United Arab Emirates(UAE)	895	50
69	Pakistan	490	40	94	Uganda	930	85
70	Panama (Rep)	1025	180	95	United Kingdom of Great Britain	955	105
71	Papua New Guinea	680	150	96	Ukraine	925	80
72	Philippines	405	75	97	United States of America	585	165
73	Poland	775	90	98	Vietnam	390	55
-	-----	-----	-----	99.	Yemen	515	65

****N.B. 12.36% VAT to be added along with prescribed tariff.**