





THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA

RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

PROCESS FOR APPLYING FOR "ACADEMIC TRANSCRIPT"

The Academic Transcript is issued by University of Calcutta. The process is as follows.

1.	Download the form from the following link or you may scan the QR Code. https://www.caluniv.ac.in/imp-notice/useful_notice/AC-Transcripts.pdf	
2.	Take a printout of the form in a white A4 size paper in portrait mode. Fill up the details in the form and make your full signature in the place of the Applicant Signature on the first page of the application form.	
3.	Submit the signed form to the College office, Room No. 28, along with the following documents. All original marksheets, Registration certificate for official verification only.	
4.	The college office will get it forwarded by the principal within 2 working days from the date of submission.	
5.	Payment will be made after obtaining information from University of Calcutta. Payment should be made as follows: a) By Hand -RS.200/- per copy. b) By post (including postal charges) I. Within India Rs. 240/- per copy II. Outside India \$50 USD to be paid in equivalent Indian Currency	
	The payment (as mentioned above) to be paid online to university through the following link or you may scan the QR Code. https://www.onlinesbi.sbi/sbicollect/icollecthome.htm	
6.	Send the attested form and the payment receipt to cutranscript@caluniv.ac.in with relevant encloser.	
7.	Mandatory requirements and attachments to be sent with the application Form: i) Registration certificate of the university of Calcutta. ii) All the marksheets (both sides) and certificates received from the University including Failed mark sheet and Absent Mark sheet, if any.	
8.	Organize all documents chronologically, ensuring proper scanning of originals in PDF format with meticulous cropping from end to end.	
9.	Please refrain from making any payment until you receive the confirmation email from the university.	