



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068.

INTERNATIONAL DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. **Name:**

2. **Overseas Study Centre code**

3. **Programme:** **Enrolment No:**

4. **Address:**
.....

Pin:**Email ID**.....

5. **Purpose for which:**
Transcript is required

6. **Fee detail:-**

Fee for the official transcript:-

Rs. 2250/- for SAARC countries & USD 90/- (or equivalent to INR) for non SAARC countries per transcript.

(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi', India)

No. of transcript(s): **X Rs. 2250/- or USD 90/-** = **Total Amount:**
Required

Demand Draft No.: **Date:**

Issuing Bank:

7. **Name & Address with telephone no. of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)**
.....
.....

Date:.....

(Signature of the Student)

The filled in form with the requisite fee is to be sent to:-

***The Director,
International Division,
Indira Gandhi National Open University,
Block-15, Section K, Maidan Garhi,
New Delhi-110068.***

Note:- The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.