



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

Place
Date:

Signature of the Candidate

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 paid either by DD drawn in favour of the "DDE, VMU" payable at Salem or through NEFT / RTGS payment to the following account.

Current Account Name : DDE, Vinayaka Missions University,
Account No. : 188702000000176
IFSCCode : IOBA0001887
Bank : Indian Overseas Bank, Ariyanoor Branch, Ariyanoor, Salem - 636308.

4. Copy of SSLC / H.SC certificate to be produced as proof for Father's Name.
5. Candidates those who require the transcript to be dispatched in sealed envelope, are instructed to mention that detail in the column no.11 of the application form.
6. For the dispatch of the transcript to outside the country, a proof of the candidate's residential address is necessary and the postal charge of Rs. 2500/- to be paid along with the Transcript fee.
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.

For further details contact dde.admission@vmu.edu.in / sysadmin@vmu.edu.in