PROCEDURE TO GET TRANSCRIPT FROM UTKAL UNIVERSITY :-

1. To apply with full address/ Phone no. of the candidate with E-mail id if any & photocopy of Adhar/PanCard in plain paper for issue of Transcript addressed to the Controller of Examinations/ Dy. Controller of Examinations/Asistant Controller of Examination, Utkal University, Vani Vihar, Bhubaneswar-4, Odisha, India, along with the attachment of clear/ legible or coloured photo copies of Mark Sheet/Provisional Certificate/ Original Certificates.

2. If the Transcript will be rejected by the concerned Institution due to unclear, illegible photo copies of documents, then the candidate has to apply a fresh, by depositing again the fees prescribed for it.

3. The fees/ charges for getting a transcript is Rs. 500/- per semester/ Examination which has to be deposited in shape of Bank Challan available at Utkal University Examinations information Counter. If the candidate intends to deposit it through Bank Draft, then it should be in favour of "Comptroller of Finance", Utkal University, S.B.I, Utkal University Campus Branch, Vani Vihar, Bhubaneswar, Odisha, India. **Candidates can pay online in the Online Payemnt Tab in Utkal University web Homepage.**

4. If the Candidate is applying Transcripts for Bachelor Degree's Marksheet-/OC/PC by depositing Rs 500-/ only, then he-she has to deposit extra postal charges for sending it to the foreign Country. If any.

5. If the transcript will be sent to the Verifying Agency or Universities of Foreign Countries by Utkal University, then the candidate has to supply the address of the Institution/Agency along with the Reference No. in the Academic Records Request form or any prescribed for the Institute dully filled by him /her with their E-mail id also.

6. The Transcript can be given to the candidate by hand also. If the transcript is to be taken by any relatives or friends, the candidate should produce an authorization letter with his/her full address proof and copy of identity card (PAN/ Adhar Card) or Voter ID Card.

7. If the Transcript will be sent through online without sealed envelope, then in the application form it should be clearly indicate that "No Sealed Envelope is required".

8. The time frame for issue of transcript is minimum 15 days or more which depends upon the availability of records for verification.

9. The candidate can communicate through E-mail– dycoe@utkaluniversity.ac.in/ coe@utkaluniversity.ac.in