

Application for Transcript

Instruction for e-transcript.

- Click on “Click Here for Apply Online Transcript” at the end of instruction page.
 - Please enter your username (PRN number or User ID) and Password in Login Box. (Please mention correct email ID and Mobile number in the application.)
 - If you forgot your password then click on forgot password link is available in login page.
 - After login apply for e-transcript by clicking on alphabet T.
 - Click on Transcript Certification.
 - Click on New Application.
 - Verify the Course and Click on Apply Button.
 - Go ahead and complete the payment process.
 - Please log out once your application is done.
 - There is one time fee for getting your e-transcript approved (Rs. 2420/-).
 - After your transcript is approved by the University, you will receive the email with the PDF copy of approved transcript.
 - Transcript can be directly sent to their destination (to email provided by the candidate) as e-transcript.
 - Paper Transcript (Hard Copy) – If you want the hard copy of e-transcript then you can collect it from the University. It does not send by post. The paper copy transcript fee is Rs. 700/- per docket. (You can pick up or get a packet of official paper transcript individually sealed in the envelope. These can be picked up directly from the University.)
- For any query regarding the e-transcript & Document Verification, kindly mail to –

For Arts & Social Science	soarts@sus.ac.in
For Science	sosci@sus.ac.in
For Commerce	socom@sus.ac.in
For Engineering	soengg@sus.ac.in
For Education	soedu@sus.ac.in
For Pharmacy	sopharm@sus.ac.in
For Law	solaw@sus.ac.in

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Note	1	16 digit PRN number student should apply online only.
	2	The others should send the request on the concerned section email and the student will get the template from the section to fill up and resend it to the concerned section with the payment details image for approval