

## **GENERAL GUIDELINES / INSTRUCTIONS FOR APPLYING FOR TRANSCRIPT (FOR STUDENTS)**

All students who passed any group/module or any stage, are eligible for obtaining transcript.

### **Documents required**

1. Duly filled and signed Transcript Application Form
2. Self-attested copies of the mark sheets of all the Exam passed. (Foundation, Intermediate/Executive and Final/Professional examination); please note that all mark sheets are mandatory, you must provide self-attested copy of all mark sheets (all groups/ modules).

**Screenshot print out of mark sheets, which doesn't have signature of issuing authority are not accepted. If you do not have a copy, then it is advised to get a duplicate mark sheet from the Directorate of Examination and send a copy to us for further processing.**

3. WES Academic form / other form, if any.

### **Fee Payment Mode**

1. The prescribed fee is ₹ 295 /- (₹ 250 + 18% GST) per set of transcript.
2. Extra postal charges will be charged in case you want to send the transcript through Speed Post to overseas address i.e. Canada – ₹ 1400/- and USA- ₹ 2150/- (except WES-USA and WES-Canada as transcripts are being sent digitally to WES).
3. Payment will be accepted through Demand Draft drawn in favour of “The Institute of Company Secretaries of India” payable at New Delhi. The application to be sent along with the transcript request form and other documents as stated above at the below mentioned address – The Joint Secretary-Student Services, ICSI House, C-36, Sector-62, Noida - 201309, Uttar Pradesh.
4. The transcript will be sent at the address provided by students in the transcript request form in a sealed envelope. Normally the Institute provides the transcript in a sealed and signed envelope (without address on the envelope) for further forwarding it to the Institution concerned through applicant's choice of mode (courier / speed post / regd. post etc.)
5. The Institute will not take any responsibility for non-delivery / wrong-delivery / misroute / delayed delivery / loss in transit etc. by postal department / courier agency concerned.

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(For Students)  
**APPLICATION FOR ISSUANCE OF TRANSCRIPTS**

**The Secretary,  
The Institute of Company Secretaries of India**  
ICSI House, C-36, Sector 62,  
Noida-201309  
**Uttar Pradesh.**

I hereby apply for issuance of Transcripts of The Institute of Company Secretaries of India

1.	Registration No. :	
2.	Name Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	
3.	Mobile No. :  Email address:	
4.	Purpose for which, transcript is required:	
5.	Have you applied for transcript earlier, if so please mention the Date/ Month /Year :	
6.	No. of copies of Transcript required :	
7.	No. of Transcript(s) to be sent to Overseas address by the Institute :	
8.	No. of Transcript(s) to be sent to Local Address of the candidate :	
9.	Local Mailing address with Pin code at which transcript is to be sent :	
10.	Overseas Mailing address (in case of transcript is to be sent by the Institute to overseas Address) :	

11.	Details of Examinations Passed :	<b>Group / Module</b>	<b>Year</b>	<b>Session</b> (June/Dec)	<b>Roll No</b>
12.	Foundation examination :				
13.	Executive / Intermediate examination				
14.	Professional / Final examination				
15.	<b>Details of fee</b> DD No. Date-- Name of the issuing bank /branch)-- Amount: -	_____ / _____ _____ ₹ _____			

<b>Checklist ( all documents are mandatory)</b>	<b>YES / NO</b>
Copy of Mark-sheets of Foundation Examination (if applicable)	
Copy of Mark-sheets of Inter/Executive Examination - Both Group / Module	
Copy of Mark-sheets of Final / Professional Examination - All Group / Module	
Copy of Pass Certificate (If applicable)	
WES Academic form (WES Reference No and address) <i>(in case of transcript is to be sent to overseas Address by Institute)</i>	
Fee DD	

I hereby undertake that the above particulars furnished by me are true to the best of my knowledge.

Signature of the Applicant

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_