

## **Instructions to apply for Transcript (Pharmacy)**

### **For UG course (B. Pharm)**

1. The applications should be submitted through the Principal. The Principal should attest each page of the transcript.
2. The candidate should be awarded degree from the University and the convocation of the student must be completed.
3. Online payment of **Rs.1050/- (Rupees One thousand and fifty only)** per transcript should be paid by the candidate as transcript fee through the facility provided in the website of KUHS. The fee remittance acknowledgement should be submitted along with the documents.
4. If the candidate requires more than one transcript, has to submit additional transcripts as mentioned in step 1. For each transcript additional payment should be done.

### **For PG course (M. Pharm, Pharm.D, Pharm.D (PB))**

1. The application should be submitted through the Principal. The Principal should attest in all pages of the transcript.
2. The candidate should be awarded degree from the University and the convocation of the student must be completed.
3. Online payment of **Rs.2100/- (Rupees two thousand and one hundred only)** per transcript should be paid by the candidate as transcript fee through the facility provided in the website of KUHS. The fee remittance acknowledgement should be submitted along with the documents.
4. If the candidate requires more than one transcript, has to submit additional transcripts as mentioned in step 1. For each transcript additional payments should be done.

- The candidate who wish to send transcript from University to Canada, needs to pay postal Charge of **Rs. 1400/- (Rupees one thousand four hundred only)** and for USA **Rs.1829/- (Rupees one thousand eight hundred and twenty nine only)** (Postal charges may vary from time to time)
- The Principal shall ensure that no mistake is present in the academic details and mark details including **mark portion, convocation date, percentage of marks etc** while issuing transcripts from the colleges.
- Students should check correctness in the transcript before submitting to University.
- If the student wants the transcript in the University letter head, shall mention it in the application and Principal shall email **soft copy of transcript in word format** to the University along with hard copy of transcript. ([email id- pharmacy.academic@kuhs.ac.in](mailto:pharmacy.academic@kuhs.ac.in))