



## ACADEMIC (MEDICAL) SECTION

No : 3107/2025/AC1/MED/B2/KUHS

Date : 07-04-2025

### Guidelines/Instructions for applying for Medical Transcripts

#### Step 1

Obtain attested transcript from the College in the prescribed format.

#### Important:

Make sure that the transcript obtained from the College is in the approved format of the University.  
**APPLICATIONS WITH ANY OTHER FORMAT WILL BE SUMMARILY REJECTED.**

#### Step 2

Remit Transcript Attestation fee through online as detailed below: -

#### **Fee Details**

- Attestation Fee UG – Rs. 1105/-
- Attestation Fee PG – Rs. 2205/-

#### **Payment Procedure**

- Go to KUHS Website - Click on icon 'Students Corner' - Login with your credentials - Make payments.

#### Step 3

#### **Submit the request to**

The Registrar

Kerala University of Health Sciences

Medical college PO, Thrissur

Kerala- 680 596

#### **with the following documents**

1. Request letter from the Candidate.

**Note:** The request shall include the following:

- Valid phone no. & email Id of the applicant.
- Address to which the transcript to be sent.
- Medium through which the transcript to be sent (postal/ email).
- Number of transcripts needed (for each transcript additional payment should be done).



- Whether attested mark lists to be sent along with the transcript or not.

2. Original transcript issued by the College in the format published in the Official Website of KUHS (The Principal should attest each page of the transcript).
3. Copy of the Degree Certificate issued by KUHS.
4. Copy of all mark lists issued by KUHS.
5. Copy of Course completion certificate issued by the College (should include date of admission & date of course completion with day, month & year).
6. Copy of Kerala State Medical Councils (erstwhile Travancore Cochin Medical Councils) Registration Certificate.
7. Acknowledgement Receipt of Transcript attestation Fee .
8. Acknowledgement Receipt of Postal Charges (for hard copy, if required - Please see step 4).

#### **Step 4**

##### **Remit Postal Charges (Link will be provided)**

###### **a) Fee details**

- Outside India – Rs. 5000/-
- Inside India – Rs. 200/-
- Email copy – No fees
- By Hand/With authorization letter -No fees

###### **b) Payment procedure**

- The fee shall be remitted online.
- On receipt of your Transcript Application, University issues link for the payment for Postal charge to the email ID provided by the you at the time of remitting the transcript attestation fee and the Candidate shall pay the postal fee through the same link.
- The fee remittance acknowledgement should be submitted to the University email address([medical.academic@kuhs.ac.in](mailto:medical.academic@kuhs.ac.in)).

##### **Points to be noted before applying**

1. The convocation of the student must be completed.
2. The fee once paid will not be refunded or adjusted under any circumstances.

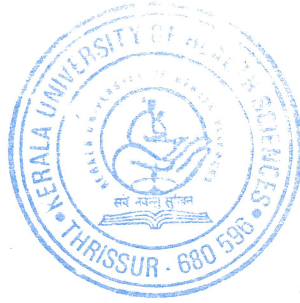
##### **For the Attention of Principal**

- The Principal shall ensure that no mistake is present in the academic details, College name (College name should include address also), mark details including mark portion, convocation date, percentage of marks, Admission date, course completion date etc. while issuing transcripts from college.
- After issuing transcript to each Student, a soft copy of the said transcript in word format should be sent to Official mail Id of KUHS Academic Medical section ([medical.academic@kuhs.ac.in](mailto:medical.academic@kuhs.ac.in)) from official College mail id.
- After processing the application, University will issue transcript in University Letter head.



The following may be noted while issuing the transcripts of the students who were transferred from closed/disaffiliated colleges.

- The space provided to record attendance particulars of the first college should be kept blank.
- Mark Portion and details available in the institution shall be filled completely.
- Soft copy (Editable format) of the transcript should be sent to the official email. ([medical.academic@kuhs.ac.in](mailto:medical.academic@kuhs.ac.in))



**Registrar**

(Digitally approved document; signature not required)

