SUSHANT UNIVERSITY, GURUGRAM

Examinations Department

Charges for Transcripts & Backlog Certificates

January 22, 2025

The charges for the students (from AIT, Ansal University or Sushant University) requiring Transcripts or Backlog Certificate are as follows: -

1. First Transcript – Rs 1000
2. Second and subsequent copies – Rs 250 per set.
3. Backlog Certificate – Rs 1000
4. Backlog Certificate second and subsequent copies – Rs 250 per set.

The Transcript/Backlog Certificate Fee can be paid either in cash at the counter or deposited through online mode (RTGS/NEFT) as per the following details:

Account Name	**SUSHANT UNIVERSITY**
Bank Name	**HDFC BANK LTD.**
Branch Name with Complete Address	KALKAJI -NEHRU ENCLAVE, CC 31, KALKAJI, NEW DELHI-110019
IFSC Code	HDFC0000271
Type of Bank Account	Saving
Bank Account No.	**99900026091975**
SWIFT #	**HDFCINBB**

Only share in the case of payment from outside India (International)

Please note after RTGS/NEFT, kindly provide the following details by mail for receipt generation and collection from Accounts office of SU

1) NEFT/RTGS/Transaction Number
2) Date of Payment
3) Amount
4) Name of Account Holder from which payment made
5) Student Details (Name and Roll Number)
6) Mail these details to fees@sushantuniversity.edu.in and COE@sushantuniversity.edu.in

Once the payment has been verified the certificate generation process will be initiated.

Controller of Examinations