



Transcript Application Process for B.Pharmacy/M.Pharmacy

Students seeking an official academic transcript for the B.Pharmacy & M.Pharmacy programme are required to follow the procedure outlined below:

1. Contact College Examination Department

Contact the Examination Department of your college to initiate the transcript application process.

2. Submit Transcript Application

Submit the prescribed application/request for issuance of an official academic transcript, along with any documents and fees as prescribed.

3. Receive Transcript Format

The Examination Department will provide the prescribed transcript format & other details through student's official email or registered email address.

4. Enter and Submit Academic Details

Complete the transcript format by accurately entering your semester-wise/year-wise marks and other required academic details. Submit completed format to the Examination Department through the prescribed channel.

5. Verification by the Examination Department

The Examination Department will verify the information provided against the official academic records of the student. Any discrepancies, if identified, may need to be corrected before the transcript is finalized.

6. Collection of the Official Transcript

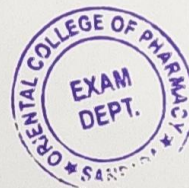
Once the details have been verified and the transcript has been duly prepared and authorized, the student may collect the official transcript from the College Examination Department **within 10 working days** after your application

Note: Students are advised to ensure that all academic information submitted is accurate and matches their official college records.

Documents required

1. One copy of following documents

- FY B.Pharm marksheet
- SY B.Pharm marksheet
- TY B.Pharm marksheet
- Final Year/semester marksheets, if applicable
- M.Pharmacy All semester marksheets, if applicable
- All ATKT/attempt marksheets, if applicable
- Degree/Convocation certificate, if available
- College ID/Aadhaar card or other ID



(Examination email Id :- examinations@ocp.edu.in)