

TRANSCRIPT APPLY MANUAL

STUDENT LOGIN AND REGISTRATION

To access the student portal, visit:

<https://student.exam.tu.edu.np>

Login Process



If you already have **username** and **password**, enter your **credentials** to Sign In.

New Student Registration



STUDENT SIGN UP

User ID *

Enter Email Address

Password * Confirm Password *

Full Name * Registration Number *

Date of birth (A.D.) * Father Name *

YYYY-MM-DD (A.D.)

Phone *

Captcha
YwF66Od6o

captcha here

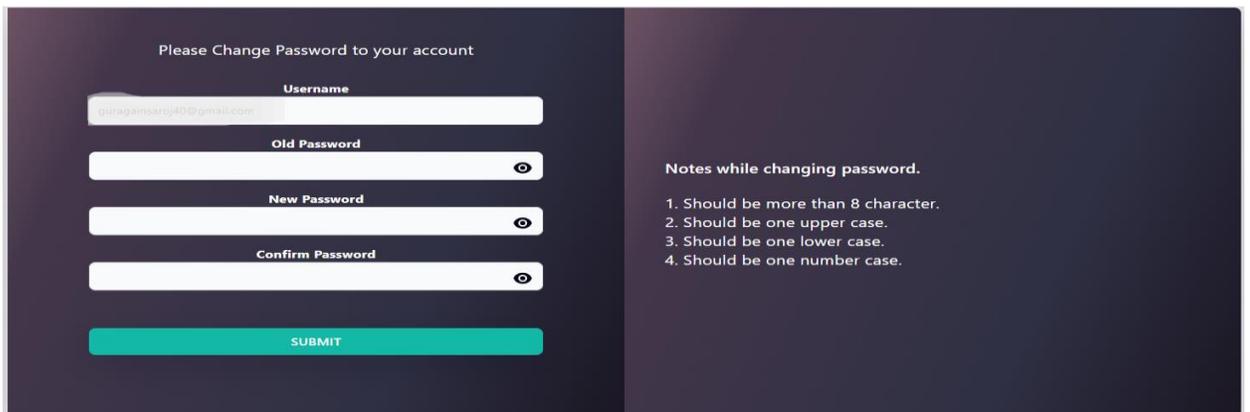
SIGN UP

GO BACK SIGN IN

- If you **don't** have an account, click on the **"Sign Up"** link located just below the **"Sign In"** button.
- On the registration page, fill in **all required fields**, including the **captcha**.
- Click the **"Sign Up"** button to complete your registration.
- After signing up, you will receive an email at the address you provided. This email will contain your **username** and **temporary password**.

First-Time Login

- Log in using the **credentials** from the email.



Please Change Password to your account

Username

Old Password

New Password

Confirm Password

SUBMIT

Notes while changing password.

1. Should be more than 8 character.
2. Should be one upper case.
3. Should be one lower case.
4. Should be one number case.

- On your first login, you will be required to **change your password**.
- After successfully updating your password:
 - You'll be redirected to the **login page**

- Log in again using your **new password**
- You will now be directed to the **student dashboard**



- **Note:** From your second login onward, you will be taken directly to the dashboard without needing to change your password again.

TRANSCRIPT AND PROVISIONAL APPLICATION REQUEST

Accessing the Application Form

- From the left-side menu, click on "Transcript and Provisional Application".
- You'll see the application form as shown below.

The screenshot shows the TU-EMIS application form. The header includes the TU-EMIS logo and the Office of Controller of Examinations, Tribhuvan University, Balkhu, Kathmandu, Nepal. The breadcrumb trail is Home > Student > Transcript/Provisional Application Request. The form is divided into two main sections: Application Information and Exam Detail.

Application Information

Registration Number	Name(English)	Name(Local)
7-2-214-225-2018	PUJA BISWAKARMA	PUJA BISWAKARMA
Campus Name	DOB	Fathers Name
Sukuna Multiple Campus, Sundarharaincha Municipali	2001-04-28	SUKANANDA BISWAKARMA

Faculty *
Select a Subject

Level *
Select a Level

Program *
Select a Program

Exam Detail

Academic Year *	Part *	Roll Number *	Name
Select an exam	Select / Input		
Registration Number	Exam Type *	+ ADD EXAM DETAIL	
	Select / Input		

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Filling Out Exam Details

The screenshot shows the Exam Detail form with the following information filled in:

Faculty *
Management

Level *
Bachelor

Program *
4-YRS Bachelor of Bussines Studies (BBS)

Exam Detail

Academic Year *	Part *	Roll Number *	Name
2082/2025	1st year	456235	student name
Registration Number	Exam Type *	+ ADD EXAM DETAIL	
7-*-*-*-*2024	Regular		

- Select your:
 - Faculty
 - Level
 - Program
- Fill in the **Exam Details** form.
- Click on "**Add Exam Details**" to save the information.
- Once added, your exam details will appear in a **summary table**.
- Make sure to **enter the exam details for every exam you have attempted**.

Exam Detail

Academic Year * 2081/2024 × Part * 3rd year × Roll Number * 546985 Name student name

Registration Number 7-*.***-***-2024 Exam Type * Regular × + ADD EXAM DETAIL

Academic Year	Part	Roll Number	Name	Exam Type	Is Corrected	Action
2081/2024	1st year	123456	student name	Regular	No	
2081/2024	2nd year	564785	student name	Regular	No	

➤ You may also add **remarks**, although this is optional.

Exam Details Correction

Academic Year	Part	Roll Number	Name	Exam Type	Is Corrected	Action
2081/2024	1st year	123456	Student Name	Regular	No	
2081/2024	2nd year	563214	Student Name	Regular	No	
2081/2024	1st year	123456	Student Name	Regular	No	
2081/2024	2nd year	563214	Student Name	Regular	No	

If you made a mistake while entering your exam details, you can easily correct it by following these steps:

Steps to Correct Exam Details:

- In the **Summary Table**, locate the entry you want to correct.
- Click the "**Edit**" button in the **Action** column.

Old Exam Detail	Corrected Exam Detail
Academic Year 2081/2024 ×	Academic Year 2081/2024 ×
Part 2nd year ×	Part 2nd year ×
Roll Number 563214	Roll Number 563214
Name Student Name	Name Student Name
Registration Number 	Registration Number
Exam Type Regular ×	Exam Type Regular ×

- The form will display:
 - a. **Old Exam Detail:** Your previously entered (incorrect) details.
 - b. **Corrected Exam Detail:** Fields for entering the updated/correct information.
- Make the necessary corrections.
- Click the "**Update**" button to save the changes.

Your exam details will now be updated in the system.

PAYMENT PROCESS

OCE Bank Detail			
Transcript Certificate Fee	Provisional Certificate Fee	Registration Correction Fee	Total Fee
8	2	0	10
OCE Bank(For Deposit) *			
Nepal Bank Limited X			

[RESET](#) [SUBMIT](#) [PAY FEE](#)

Bank Selection and Submission

After filling out your exam details:

- Go to the **Bank Details** section.
- Select the **bank name** where you intend to make the payment.
- Click the **"Submit"** button before proceeding to payment.

Fee Payment

- Click the "Pay Fee" button to initiate payment.
- Confirm to the payment request.
 - a. A new window will open for the payment process.
 - b. Students can easily complete their payment using Connect IPS.



After completing the payment successfully, you **must print the application form** and submit it to the **Office of the Controller of Examinations, Tribhuvan University.**