ACADEMIC (NURSING) SECTION

No :34386/2025/DEO/Academic(Nursing)/KUHS   Date : 22-10-2025

CIRCULAR

Sub : KUHS**-** Academic**-** Nursing**-** B.Sc. Nursing Course 2013, 2014, 2015, 2016, 2017,2018,2019 and 2020 (Yearly Batches)**-** Issue of online transcript**-** Reg.

The University has decided to issue transcripts of B.Sc. Nursing students belonging to 2013, 2014, 2015, 2016,2017,2018,2019 and 2020 yearly batches **in online mode only** , effective from **November 1, 2025** onwards.

Therefore, the principal/ Head of Institution of Nursing colleges are requested to **not receive or forward applications for transcript i**n respect of the aforementioned batches from November 1, 2025, onwards.

B.Sc. Nursing students belonging to 2013, 2014, 2015, 2016,2017, 2018,2019 and 2020 batches who approach the college for transcript may be instructed to visit the university website and submit application online.

Copy of this circular may be displayed in the notice board and published in the college website as well.

For strict compliance.

Registrar

(Digitally approved document; signature not required)

To

The Principals of all Nursing colleges

Copy to

Systems Manager

ACADEMIC (NURSING) SECTION

No : 34386/2025/DEO/Academic(Nursing)/KUHS   Date : 22-10-2025

How to Apply for Online Transcript

(Currently applicable to 2013-2020 Yearly Batches B.Sc. Nursing Students)

i. The applicant shall visit the 'Students Corner' tab in the KUHS website (http://kuhs.ac.in/) and click on the link provided for the online issuance of the Transcript.

ii. The applicant shall register by providing the required details.

iii. After registration, the applicant shall log in with the given credentials.

iv. After logging in, the applicant shall carefully read the instructions and click on the 'Apply' button from the left pane.

v. The applicant shall verify the details that appear on the next page. If the data provided is correct, the applicant shall accept the declaration and proceed to the payment page.

vi. Before completing the payment, select whether you require an authenticated hard copy from the University. If you select "Yes," the applicant shall provide the complete address to which the document is to be forwarded from the University. The applicant may also provide an email ID if the Transcript is to be sent via email from the official University ID. (**Please note:** The soft copy of the Transcript (PDF) will be sent to the registered email ID given at the time of registration by default.)

vii. If the Transcript is to be forwarded to WES or any other agency, the applicant shall provide the reference number and upload the required form.

Phone : 0487-2207664, 2207642 Fax : 0487 – 2207616, 2207620   e-mail: keralahealthuniversity@gmail.com

viii. The applicant can pay the prescribed fee using the following modes:

- (a) Internet Banking

- (b) Credit Card

- (c) UPI

ix. Save the application by clicking the "Preview Application" button in the View Status menu. Please note down the Application Number that appears on the document. You need not send the hard copy to the University.

x. The application status can be viewed by clicking the "View Status" button.

xi. Once the application is approved, the Transcript will be sent to the given email ID as a PDF attachment.

xii. The required fees for the Transcript are as follows: Application Fee:

- Rs.7000/- (for UG)

- Rs. 9000/- (for PG)

- **Courier Charges:**

- Rs. 200/- (within India)

- Rs. 5000/- (Outside India)

Please note: The amount will be automatically displayed on the payment page.

Registrar

To

IT Section (for publishing on the University website)

All Nursing colleges (for displaying in the notice board)