

Name of the College: _____

Application for Transcripts**To****The Principal/Director/IEC/Registrar/** _____

Ref. No.

Kindly issue Transcripts and my details are as below.

Details of the student applying for Transcripts			
Name of the student (As per Mark Sheets)			
Present Address of the student (Give detailed address with pin code)			
E-mail id of the student			
Mobile No.			
Name of the Programme completed/passed/Undergoing:			
Year of Admission to Programme :		Year of completion / passing of programme:	
Roll No. (Final year):		Exam Seat No. (Final semester)	
Date of payment for transcript:		Amount paid:	
Applying for(Course): _____			
University/College: _____		Country: _____	
List of documents attached			
Attested mark list copy of first semester/trimester	Yes/No	Attested mark list copy of second semester/trimester	Yes/No
Attested mark list copy of third semester/trimester	Yes/No	Attested mark list copy of forth semester/trimester	Yes/No
Attested mark list copy of fifth semester/trimester	Yes/No	Attested mark list copy of sixth semester/trimester	Yes/No
Attested mark list copy of seventh semester/trimester	Yes/No	Attested mark list copy of eight / ninth semester/trimester	Yes/No
Attested copy of final yeardiploma mark list (wherever applicable)	Yes/No	Attested copy of degreecertificate (convocation certificate)	Yes/No
Details of payment/transaction ID/copy of receipt	Yes/No		

Date:

Name and Signature of the Student/Applicant

Receipt for Application (To be produced while Collecting Transcripts)

Received application from _____	Ref. No.
on _____. The transcripts will be issued on _____.	
Date: _____ Signature of Transcript Issuing Authority	