

To,
The Controller of Examinations,
Sant Gadge Baba Amravati University,
Amravati.

Subject : Application for Transcript Certificate.

Sir,

Please issue me the Transcript Certificate to apply for _____
I need _____ copies of Transcript Certificate. Particulars regarding myself and relating to Academic Qualifications in College /Department affiliated to Sant Gadge Baba Amravati University are appended below :

1	Name of Student (Full Name)	
2	Enrollment No.	
3	Name of College/ Department	
4	Name of Exam. Passed	
5	Pattern of Examination	
6	Roll No. & Year of Final Exam. passed (Summer/ Winter)	
7	Division Secured	
8	Academic Session of First Admission	
9	Medium of Instructions	
10	Total Xerox copies of only passed mark-sheets without attestation (of each year/ Semester)	
11	Total Xerox copies of Degree Certificates	
12	No. & Date of receipt/ D.D. of Transcript Certificate (Attach Receipt/ D.D.)	

Date : / /20

Your's faithfully,

Phone No.: _____
Mobile No.: _____
Full Address : (Pin Code Essential)

Sign.: _____
Name : _____

IMPORTANT NOTES:

- 1) Xerox copies of all years Marksheets and Degree Certificate in 5/10/15/20 (as required) sets without attestation shall be submitted with the application form.
- 2) All Digital Xerox copies should be on A4 size and on Executive Bond Paper.
- 3) Rs.1000/-, 2000/-, 3000/-, 4000/- fees for each sets can be paid at the University Cash Counter or by Demand Draft in favour of **Registrar, Sant Gadge Baba Amravati University, Amravati payable at Amravati.**
- 4) After submission the applicant can collect the Transcript Certificate from the office within a one & half month. After this University will send it by Ordinary Post and shall not be send on foreign address.
- 5) Incomplete application form shall be rejected and no correspondence shall be done in this regard.