

**Sr.No.:** \_\_\_\_\_ /202  
(For Office use)

To,

Director,  
Board of Examinations & Evaluation  
Sant Gadge Baba Amravati University, Amravati.444602

**Subject :- Application for Transcript Certificate**

Sir,

Please issue me the Transcript Certificate to apply for \_\_\_\_\_  
I need \_\_\_\_\_ sets of Transcript Certificate. Particulars Regarding myself and relating to Academic Qualification in College / Department of Sant Gadge Baba Amravati University are given below:

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

Date :    /    /202

Mobile No. \_\_\_\_\_

Your's faithfully,

Sign.: \_\_\_\_\_

Name.: \_\_\_\_\_

**Applicant's Full Address  
(With Pin Code)**

**(Address to send Transcript to other Country  
(If Require)**

**: IMPORTANT NOTES :**

- 1) Applicant will have to submit all Digital Xerox copies (without attestation) on A4 Size Paper having good clarity with the application form.
- 2) Applicant completing Degree with CGS / CGPA Pattern will have to submit front & Backside Xerox of final Year mark-sheet.
- 3) Applicant will have to pay Rs.2000/- fees per set of Transcript at the University Cash Counter or by Demand Draft in Favour of **Finance & Accounts Officer, Sant Gadge Baba Amravati University, Amravati Payable at Amravati**.
- 4) If Applicant desire to send Transcript Certificate directly to other Country address by the University, will have to pay Additional postage charges Rs. 1500/- per envelope.
- 5) The applicant can collect the Transcript Certificate from the office within 45 days or as informed by the University.
- 6) Incomplete application form shall be rejected and no correspondence shall be made in this respect.