Sr.No.:_____/201
(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 : / /201
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.1000/- 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. 500/- 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.