

# APPLICATION FOR TRANSCRIPT CERTIFICATE

FROM :

SURNAME : \_\_\_\_\_

NAME : \_\_\_\_\_

FATHER'S NAME : \_\_\_\_\_

RESIDENTIAL ADDRESS : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tel No. : \_\_\_\_\_

**Affix I-Card  
Size Photograph**

TO,  
THE PRINCIPAL,  
THE B.S.G.Ds' JUNIOR COLLEGE  
OF COMMERCE AND ARTS  
OFF. S.V. ROAD, MALAD (WEST),  
**MUMBAI – 400 064.**

DATE : \_\_\_\_\_

Madam,

I am to state that, I am seeking admission to the \_\_\_\_\_ class / course at \_\_\_\_\_ university/college of \_\_\_\_\_ (country / state). I therefore request you to issue me a Transcript Certificate.

I am remitting herewith Rs. \_\_\_\_\_ being the fees for the Transcript Certificate.

**PARTICULARS FOR THE CLASSES ATTENDED ARE AS FOLLOWS:**

		F.Y.J.C.	S.Y.J.C.
1	Classes Attended		
2	Regular Admission in Academic year		
3	Regular Division and Roll No.		
4	Examination Seat Nos.		
5	Examination Result		
6	Month and year of Examination		

Date of Birth : \_\_\_\_\_ Place of Birth : \_\_\_\_\_

Enclose photo copies of all the statements of marks of all the classes attended in your college.

Particulars of achievements in various activities viz. Sports, Cultural Programmes, Competitions etc. (in brief) \_\_\_\_\_

Yours faithfully,

**Signature of the Student**

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

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Misc. Rec. No. \_\_\_\_\_ dated \_\_\_\_\_ Amt. received \_\_\_\_\_ Receivers' Sign \_\_\_\_\_

Remarks : \_\_\_\_\_