

## APPLICATION FOR TRANSCRIPT CERTIFICATE

FROM :

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

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

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

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

\_\_\_\_\_

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

**Affix I-Card  
Size Photograph**

TO, \_\_\_\_\_ DATE : \_\_\_\_\_

THE PRINCIPAL,  
NAGINDAS KHANDWALA COLLEGE  
OF COMMERCE, ARTS & MANAGEMENT STUDIES  
AND SHANTABEN NAGINDAS KHANDWALA  
COLLEGE OF SCIENCE  
ROAD NO. 1, BHADRAN NAGAR, OFF. S.V. ROAD,  
MALAD (WEST), **MUMBAI – 400 064.**

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:**

|   |                                    | M.COM PART –I | M.COM PART – II |
|---|------------------------------------|---------------|-----------------|
| 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 statement 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 : \_\_\_\_\_

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

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

**DOCUMENTS TO BE ATTACHED :**

**PHOTO COPIES OF ALL MARKSEETS  
ORIGINAL MARKSHEETS REQUIRED FOR VERIFICATION**