

**APPLICATION FOR OFFICIAL TRANSCRIPT**

Name of Student	
Programme (please mark ✓)	<b>B.Tech / IMCA / MCA / MBA / M.Tech</b>
Branch / Specialization	
Year of Admission	
College Register Number	
University Register Number	
Month & Year of Passing the Examination	
CGPA	
Details of Honours	Appeared <input type="checkbox"/> Passed <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Details of Minor	Appeared <input type="checkbox"/> Passed <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Signature of the Candidate with date	
Contact Number	
Staff Advisor	
HOD	

<b>FOR OFFICE USE ONLY</b>	
Amount Remitted	
Date of Remittance	
Verified by	
Received by	

\* Fee @ **Rs. 1575/-** only and **Rs.500/-** each for additional copies.

\* Application along with copy of the **Fee Receipt**, **self-attested copy of Semester Grade Cards** & **proof of Date of Birth** shall be submitted to the Office of the Controller of Examinations.

\* For any queries, mail to [coeoffice@saintgits.org](mailto:coeoffice@saintgits.org)