

APPLICATION FOR OFFICIAL TRANSCRIPT

Name of Student	
Programme (please mark ✓)	B.Tech / IMCA / MCA / MBA, MBA (LSCM) / M.Tech
Branch / Specialization	
Year of Admission	
College Register Number	
University Register Number	
Month & Year of Passing the Examination	
CGPA	
Purpose of requirement (please mark ✓)	Employment <input type="checkbox"/> Higher Studies <input type="checkbox"/> Internship <input type="checkbox"/>
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	
Recommendation by Staff Advisor	
Recommendation by HOD	

FOR OFFICE USE ONLY	
Amount Remitted	
Date of Remittance	
Received by	

* Fee @ **Rs. 1725/-** only and **Rs.500/-** each for additional copies.

* Fee before completion of course **Rs. 500/-** and **Rs.100/-** each for additional copies.

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

* For any queries, mail to **coeoffice@saintgits.org**