

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.**

Sr.No. /20

To,  
The Controller of Examinations,  
Sant Gadge Baba Amravati University,  
Amravati 444 602

**Subject: Application for Transcript Certificate.**

Sir,

Please issue me the Transcript Certificate to apply for \_\_\_\_\_.  
I need \_\_\_\_\_ Copies of Transcript Certificate. Particulars regarding myself and relating to Academic Qualifications in College/Department affiliated to Sant Gadge Baba Amravati University are appended below:

1	Name of Student (Full Name)	
2	Enrollment No.	
3	Name of College/Department	
4	Name of Exam. Passed	
5	Pattern of Examination	Semester/Annual/Bi-annual
6	Roll No. & Year of Final Exam. Passed (Summer/Winter)	
7	Division Secured	First/Second/Third
8	Academic Session of First Admission	
9	Medium of Instructions	English/Hindi/Marathi
10	Total Digital Xerox copies of only passed mark-sheets without attestation (of each year/Semester)	
11	Total Xerox copies of Degree Certificates	
12	No. & Date of Receipt/D.D. of Transcript Certificate (Attach Receipt/D.D.)	

Date : / /20

Yours faithfully,

Ph. No. . \_\_\_\_\_

Sign : \_\_\_\_\_

Mob.No. \_\_\_\_\_

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

Full Address: (Pin Code Essential)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTES:**

- 1) Xerox copies of all years Marksheets and Degree Certificate in 5/10/15/20 (as required) sets without attestation shall be submitted with the application form.
- 2) All Digital Xerox copies should be on A<sub>4</sub> size and on Executive Bond Paper.
- 3) Rs. 500/-, 1000/-, 1500/- & 2000/- fees for each sets can be paid at the University Cash Counter or by Demand Draft shall be in favour of **Registrar, Sant Gadge Baba Amravati University, Payable at Amravati.**
- 4) After submission the applicant can collect the Transcript Certificate from the Office within a one & half month. After this University will send it by Ordinary Post and shall not be send on foreign address.
- 5) Incomplete application form shall be rejected and no correspondence shall be done in this regard.