

Mahiravani, Trimbak Road, Nashik -422213

OFFICE OF THE CONTROLLER OF EXAMINATIONS**Application for obtaining the Transcript**

(Fill the information carefully in the application form)

PRN No.		Enrollment Year	
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 Affix your latest
 passport size
 colour
 photograph

Don't staple

1. Name of the candidate in full in **Block Letters** as written in the Statement of Grades

Student's Name (in English)	
Father's Name (in English)	

 2. a) Name of the School: _____ b) Name of the Branch: _____
 c) Name of the programme: _____ d) Specialization, if any : _____
 e) Month & Year of appeared /appearing Exam. : _____
3. **Details of Statement of Grades:**

(Attach Attested True Copies of Statement of Grades and Consolidated Grade Sheet)

Semester	Exam. Month / Year	Total Credits Earned	GPA
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

4. **Fee to be Paid:**

Sr.No	Particular	Fee (Rs.)
1.	First Transcript : Rs.750.00	
2.	Extra Copies : Rs. 100.00 X _____	
3.	Postal/Courier Charges Rs. 250.00/Envelope (All Over India)	
4.	Postal/Courier Charges Rs. 500.00/Envelope (Outside India)	
Total		
Total in Words:		

Note: Fees once paid will not be refunded.

5. If the Transcript is to be received in absentia, furnish full postal address, line by line ,(including your name to which the Transcript is to be dispatched (**Please write in CAPITAL letters**):

Mailing address with PIN Code (for sending the certificate)	Permanent address with PIN Code
Name: Address: PIN Code:	
Mobile No:	E-mail:

Place:

Date:

Signature of the Candidate



6. For Account office use only

Name of Student:	
PRN:	Year of Admission:
Programme Name:	School Name:
Application Fees:	
Bank Name: _____ Transaction Reference OR _____ IMPS NO. / Demand Draft /Cash Receipt No. _____ Accountant Sign. and Seal	

7. For CoE office use only:

Certificate Issued on : _____	Prepared by: _____
Serial No.: _____	Examined by: _____
Section Officer	