

Vidya Vikas Education Trust's
VIDYA VIKAS UNIVERSAL COLLEGE, MUMBAI- 400 064
APPLICATION FOR TRANSCRIPT

Note: Please complete this form and submit it to the College Office.

Incomplete forms will not be considered.

Charges for Transcripts: ₹ 1000/- for 5 copies. Every additional copy will be charged at rate of ₹ 50/- per copy.

Appl. No. _____

Date: _____

To,
The Principal
Vidya Vikas Universal College
Malad (West)
Mumbai: 400 064.

Sir / Madam,

I wish to apply for transcripts. Given below is the required information and documents.

1. NAME OF THE STUDENT:

(In CAPITAL CASE ONLY) (Surname) (Name) (Father's Name) (Mothers Name)

2. E-mail Address: _____

Current Student Alumnus

If Current student, mention Class and division _____

If Alumnus, Specify year of graduation _____

3. Permanent Address:

Current Address (If different from permanent address):

Tel: (Resident): _____ Mobile No: _____

4. Purpose for applying for a Transcript:

No. of Copies required: _____

5. University Application Details:

Details of University (s) applying to: (Please ✓the appropriate box)

Country: USA UK Canada Australia Other

If other, please mention _____

University/ies Name

(s) _____

Degree: Undergraduate Graduate Post graduate Masters

Course Name: _____

I certify that the information given above is true and the documents attached are original and authentic.

I further state that I will use the documents for the reasons stated above.

Date:

Signature of the student/ Parent/ Guardian.

PLEASE ATTACHE SELF ATTESTED COPIES OF THE DOCUMENT LISTED BELOW:

1. Mark sheets of all the attempts of all the classes.
2. Self-Attested copies of H.S.C. Leaving Certificate
3. Self-Attested copy/ies of the Identity Card / Library Card issued by the College.
4. Copy/ies of the form of the foreign university/ies where the student wishes to apply
5. If the applicant is other than the student, a letter duly signed by the student authorizing the applicant to apply for and collect the transcript on his/her behalf. The application must be in original. Copy of the mail or Photocopy of the application will not be entertained.

FOR OFFICE USE ONLY

Received application form and sum of ₹ _____(in words) _____

from Mr./Ms. _____ for issue of _____ copies of
Transcript .

Dated signature of the clerk