

To,
The Principal
Shri Ramdeobaba College of Engineering & Management,
Nagpur.

Subject :- Application for Transcript.

Sir,

I was a regular student of this college during the years from _____ to _____
and request you to issue Transcript to me.

My details are as under:-

Full Name :- _____

Address :- _____

Branch :- _____ Passed out Year _____

Roll No. _____ Enrolment No. _____ Mobile No. _____

Purpose for Transcript _____

No. of sets required _____ Amount paid Rs. _____ vide Receipt No & date _____

I enclose herewith Attested Mark-sheets of all semesters.

Yours faithfully,

Date: _____

Place : _____

Signature

- _____
- Transcript Charges - Rs. 2000/- First Set & Additional set Rs. 500/- each.***
 - Students desirous of having transcripts couriered within India to pay Rs. 500/- extra.***
 - Students desirous of having Transcript delivered outside India shall pay US \$100 per set including handling charges.***