T

Serial No:...........

APPLICATION FOR TRANSCRIPT CERTIFICATE

1	Name of the Student	
2	Register Number	
3	Degree	
4	Branch	
5	Year of Admission	
6	Month and Year of last appearance	
7	Class obtained & CGPA	
8	Number of Transcripts required	
9	Total Fee Paid Challan No / DD No & Date (Attach receipt or D.D)	

Date: **Signature of the Student**

Mobile. No:

Address for Communication:

Received the Certificate:

FOR OFFICE USE ONLY

Issued the Certificate on ....

Assistant Registrar/Section Officer

_____
STUDENT COPY

NAME OF THE STUDENT   :   Serial No:...........

NO.OF TRANSCRIPT APPLIED   :

TOTAL FEES PAID   :

DATE OF SUBMISSION OF APPLICATION: *Please see overleaf for Instructions*

Documents Required:

     1. Application Form

     2. Fees Receipt

Fees Details:

     1. For the first Copy:- Rs. 500/- and Rs.250/- for every additional Copy

     2. Students may pay the fees at the Indian Overseas Bank situated inside the campus or

        through Demand Draft in favour of "**The Registrar, B S Abdur Rahman Crescent Institute of Science and Technology**".

Guide lines:

     Submit your application at the Student Section only which is located at Office of the Controller of Examinations, BS Abdur Rahman Crescent Institute of Science and Technology (or) if applying through post, send the documents to:

     The Controller of Examinations,

     BS Abdur Rahman Crescent Institute of Science and Technology,

     GST Road,

     Vandalur,

     Chennai,

     Tamilnadu, India.

     Pincode: 600 048.

*Incomplete form will not be accepted.