

## APPLICATION FOR TRANSCRIPT CERTIFICATE

To,  
The Principal,  
Government Polytechnic,  
Pune - 411 016.

**Sub : To issue the Transcript Certificate .**

Sir,

**(To be filled by the Student)**

I Undersigned Kindly request you to issue me the Transcript Certificate.

Name of the Student: \_\_\_\_\_

Address of Student : \_\_\_\_\_

\_\_\_\_\_ Phone No. \_\_\_\_\_

E-mail ID: \_\_\_\_\_.

Passed Diploma Course:

Enrollment No.: \_\_\_\_\_ Year of Passing : \_\_\_\_\_

Total Marks Obtained (Final Year): \_\_\_\_\_ Out of \_\_\_\_\_

### **Documents required for Verification and Record:-**

- 1. Attested Xerox copy of Diploma mark list of all Year's/Semester.**
- 2. Attested Xerox copy of College Leaving Certificate.**
- 3. Attested Xerox copy Provisional/ Final Board Certificate.**
- 4. Fees Rs. 2000/- Receipt for 05 copies at Cashier Counter GPP.**

Yours Faithfully,

Signature:

Name: