

TERNA ENGINEERING COLLEGE NERUL NAVIMUMBAI

Transcript Application

(Please fill in the details of this table)

Date of Receipt: _____ Application No.: _____			
(For office use only)			
Details of the student applying for Transcripts			
Name of the student(In Block letter)			
Transaction id for payment		Amount paid:	
Present Address of the student (Give detailed address with pin code)			
Address to which transcripts to be posted (Give detailed address with pin code)			
E-mail id of the student			
Tel. Nos. (with country and area code)			
Roll No.(final year): _____	Year of Admission: _____		
Seat No.(VIII semester)/For PG (IV semester) _____	Year of Graduation: _____		
Branch of Study: _____ ETRX/EXTC/COMP/ I.T. / MECH/MTRX/CIVIL.	Year of Post-Graduation: _____		
List of documents attached			
Attested mark list copy of first semester	Yes/No	Attested mark list copy of second semester	Yes/No
Attested mark list copy of third semester	Yes/No	Attested mark list copy of forth semester	Yes/No
Attested mark list copy of fifth semester	Yes/No	Attested mark list copy of sixth semester	Yes/No
Attested mark list copy of seventh semester	Yes/No	Attested mark list copy of eighth semester	Yes/No
Attested copy of final year diploma mark list (wherever applicable)	Yes/No		
Attested copy of degree certificate (convocation certificate)	Yes/No		
No. of transcript copies required			
Signature of student			
Date			

******Institute procedure to avail the transcript:**

- 1) Application for transcript**
- 2) Attested copies of all semester marksheets (If Applying manually) / Scanned copy of original marksheets if applying through mail.**
- 3) Copy of Degree certificate (If course completed)**
- 4) Copy of LC (If course completed)**
- 5) Fees of Transcript : Rs 1000/- for first copy, and Rs. 100/- for every additional copy.**
- 6) If a candidate wants transcript urgently, then fee is Rs. 1500/- and transcript will be issued within 03 days.**
- 7) Courier charge 500/- (if needed by courier please mention on the application form)**

Account Details:

**Account Name- Principal, Terna Engineering College,
Account Number- 564302010006314
Bank- Union Bank Of India.
Branch -Nerul Navi Mumbai
IFSC- UBIN0556432**

Mail the above application form, fees transaction details to exam@ternaengg.ac.in and ccto pradeepkalshetty@ternaengg.ac.in

**** Transcripts will be available after 10 working days****