



TPCT'S TERNA ENGINEERING COLLEGE

An Autonomous Institute Affiliated to University of Mumbai | Approved by AICTE
DTE Maharashtra State | NAAC Accredited | NBA Accredited Programs

Application for Transcripts
(The Students can apply in Offline Mode only)

Ref. No.

To
The Principal,

Kindly issue Transcripts and my details are as below.

Details of the student applying for Transcripts			
Name of the student (As per Mark Sheets)			
Present Address of the student (Give detailed address with pin code)			
Complete Postal Address with PIN Code <i>(Applicable to students who wish to receive the Transcript Hard Copy by Post)</i>			
E-mail id of the student			
Mobile No.			
Name of the Programme completed/passed/Undergoing:			
Year of Admission to Programme :		Year of completion / passing of programme:	
Roll No. (Final year):		Exam Seat No. (Final semester)	
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 eight semester	Yes/No
Attested copy of degree certificate (convocation certificate)	Yes/No	No of Transcripts copy required	
Transcript Fee Structure:			
• First Transcript Copy – ₹2,000/-			
• Additional Copies – ₹500/- per copy (Maximum 3 additional copies)			
• Postal/Courier Charges – ₹500/- (if applicable))			

Date:

Name and Signature of the Student/Applicant

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For office use only

Transcripts charges received Rs-_____/- Date _____ Transaction ID/UTR Number-_____		
Postal charges received Rs-_____/- Date _____ Transaction ID/UTR Number-_____		
Account Section	Exam Section	Office