

TERNA ENGINEERING COLLEGE NERUL NAVIMUMBAI

Transcript Application
(Please fill in the details of this table)

Details of the student applying for Transcripts			
Name of the student(In Blockletter)	MR / MISS:		
Transaction id for payment		Amount paid:	
Present Address of the student (Give detailed address with pincode)			
E-mail id of the student			
Tel. No/Contact No. (with country and area code)			
COLLEGE ID NO.(final year):			
TU _____	Year of Admission:	_____	
Seat No.(VIII semester)/For PG (IV semester)	Year of Graduation:	_____	
_____	Year of Post-Graduation:	_____	
Branch of Study: -			
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 fourth 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 (Color Scan)**
- 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 100Rs for every additional copy.**

Account Details:

Account Name- Principal, Terna Engineering College,

Account Number- 564302010006314

Bank- Union Bank Of India.

Branch -Nerul Navi Mumbai

IFSC- UBIN0556432

Account Section Contact No. 02261115400

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

Contact Exam Section: - 02261115408

**** Transcripts will be available after 15 working days****