

Vidya Vikas Education Trust's

LORDS UNIVERSAL JUNIOR COLLEGE OF COMMERCE & SCIENCE, MUMBAI 400 064

APPLICATION FOR TRANSCRIPT/RECOMMENDATION LETTER

N.B. Please complete this form and submit it to the College Office.

Incomplete forms will not be considered.

Charges for Transcripts: Rs. 1000/- for 5 copies. Every additional copy will be charged at rate of Rs. 50/- per copy.

To,

The Principal,

Lords Universal Junior College of Commerce & Science,

Mumbai 400 064

Sir,

I wish to apply for transcripts. Given below is the required information and documents.

1. Personal Details: (PLEASE USE CAPITAL LETTERS ONLY)

Name:

(Surname)	(Name)	(Father's Name)
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2. E-mail Address: _____ Current Student/Alumni

If Current student, mention Class and Division _____

If Alumni, specify year of graduation _____

3. Permanent Address: _____

Current Address (If different from permanent address): _____

Tel: (Resident): _____ Mobile No: _____

4. Purpose for applying for a Transcript: _____

No. of Copies required: _____

5. **University Application Details:**

Details of University (s) applying to: (Please ✓ the appropriate box)

Country: USA/UK/Canada/Australia/Others _____

If other, please mention _____

University Name (s) _____

Degree: Undergraduate/Graduate/Postgraduate/Masters

Course Name: _____

I certify that the information given above is true and the documents attached are original and authentic.

I further state that I will use the documents for the reasons stated above.

Date:

Signature of the Student/Parent/Guardian