

Vidya Vikas Education Trust's

**LORDS UNIVERSAL COLLEGE, GOREGAON (W) MUMBAI 400104**

**APPLICATION FOR TRANSCRIPT**

N.B. Please complete this form and submit it to the College Office. Incomplete forms will not be considered / accepted.

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

(Transcript certificate validity is for one year only.)

**The Principal,**

Lords Universal College,

Goregaon (W) Mumbai 400104.

Respected Sir / Madam,

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)

**2. E-mail Id:** \_\_\_\_\_ **Current Student**  **Alumnus**

If Current student, mention Class and division \_\_\_\_\_

If Alumnus, 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  Other \_\_\_\_\_

If other, please mention \_\_\_\_\_

University Name (s) \_\_\_\_\_  
\_\_\_\_\_

Degree:  Undergraduate  Graduate  Post graduate  Masters

Course Name: \_\_\_\_\_

I state 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 purpose stated above only.

Date:

Signature of the student/ Parent/ Guardian.

\*Transcript will be issued minimum after 7 working days from the date of completion of the formalities.

**DOCUMENTS REQUIRED WITH THIS FORM:**

- ✓ Written application.
- ✓ Original copies of the Mark sheets / Self Attested copies of the Mark sheets of all the attempts of all the lower exams.
- ✓ Photocopy of HSC Marksheet.
- ✓ Photocopy of Leaving Certificate / Birth proof
- ✓ Copies of the form of the foreign university (ies) the student wishes to apply
- ✓ If the applicant is other than the student, a letter duly signed by the student authorizing the applicant to apply for and collect the transcript on his/her behalf. The application must be in original. Copy of the mail or Photocopy of the application will not be entertained.

For Office Use	Cash Receipt No.	Fees Clearance	Eligibility Status	Enrolment Status	Admission taken in current Year	Library Dues	Whether HSC Mark Sheet/Other Documents collected from college	Principal's Consent	Document Prepared by
Remark									
Date & Signature									
<b>Clearance from Office</b>						<b>Clearance from Library</b>			