

### **Instructions for applying Transcript**

- 1) A candidate who wish to apply Transcript for his/her higher studies in Foreign Universities need to submit the Transcript application form duly signed and approved by the Principal after paying the prescribed fee.
- 2) Such candidates, need to produce photocopy of the following documents:
  - Photocopy of their Consolidated Statement of Grades
  - Provisional or Degree certificate
  - Photocopy of all Grade Sheets received (**only if he/she is a current student**)
  - ID proof - Driving license, Voter ID, PAN card or Passportand forward the same to Office of the Controller of Examinations in person or by an authorized person.
- 3) The prescribed fee for issue of Transcript is **Rs.550/-** to be paid in the Accounts department by **CASH** or **DD** in favour of “**Sona College of Technology**”.
- 4) Candidates can collect Transcripts in person from the Office of Controller of Examinations.
- 5) If a candidate, who could not come in person, need to nominate a person with authorization letter from the candidate. Such authorized person need to attach photocopy of ID proof (Aadhar Card, Driving license, Voter ID, PAN card or Passport) and display original for verification.
- 6) Processing Time for transcript is **5 working days** (excluding the date of applying).
- 7) Considering the last date of submission of your documents to the abroad University and calculating the processing time of transcripts, a candidate need to apply well in advance. Office of COE will not held responsible for the delay caused.

**Application for Transcript**

<b>Name of the Candidate</b>			
<b>Degree and Department</b>			
<b>Register Number</b>			
<b>No. of Transcripts required</b>			
<b>Transcript required as (tick the concern category)</b>	Consolidated Statement of Grade <input type="checkbox"/>		
	Grade Sheet <input type="checkbox"/>		
<b>Incase of a current student, upto which semester transcript is applied for?</b>		<b>Original certificate attached</b>	<b>YES/NO</b>
<b>Mode of Payment (Rs.550/-)</b>	<b>CASH</b>	<b>Demand Draft</b>	
	<b>Signature of the cashier</b>	<b>DD No.:</b>	<b>Bank Name:</b>
		<b>Date:</b>	<b>Amount:</b>
<b>Documents attached</b>	Photocopy of Consolidated Statement of Grades	<input type="checkbox"/>	
	Provisional or Degree certificate	<input type="checkbox"/>	
	ID card	<input type="checkbox"/>	
<b>Date of Request</b>			
<b>Pursuing Programme in Higher Study</b>			
<b>Details of the University/ Institution where higher studies is applied for?</b>			
<b>Signature of the Candidate</b>			<b>Principal</b>
<b><u>Received by</u></b>			
<b>Details of the Nominee:</b> Name: Mobile No: Address:			
	<b>Signature of the Candidate/Nominee</b>		