

To,
The Principal
S. B. Jain Institute of Technology, Management & Research
Nagpur

Subject :- Application for Transcript.

Respected Sir,

I was a regular student of this college during the years from _____ to _____ . I am in need of Transcripts related to my education at S. B. Jain Institute of Technology, Management & Research, Nagpur (An Autonomous Institute Affiliated to R.T.M. Nagpur University, Nagpur).

My particulars are as under:-

Full Name :- (Ms/Mr. _____
(First Name) (Middle Name) (Last Name)

Program: - BE / M.Tech / MBA

Branch:- _____

Unique ID No. _____ Enrollment No. _____

Email Id: - _____ Mobile No: - _____

Purpose for Transcript _____

No. of sets required _____ Amount paid Rs. _____ Vide Receipt No & date _____

I enclosed herewith Attested Mark-sheets of all
semesters. Date: __

Place: _____

Yours faithfully,

Name and Signature of Student

Transcript Charges - Rs. 2000/- First Set & Additional set Rs. 500/- each.