

Application Form for Envelops / Additional copies of transcript / Syllabus attested by the Principal.

Ref: No.: Transcript/ Attest/_____/F.No_____/

Date: - _____

The Principal,
Mithibai College Of Arts, Chauhan Institute Of Science,
Amrutben Jivanlal College Of Commerce And Economics
Vile Parle (West),
Mumbai – 400 056.

Respected Sir,

I was a student of this college during the academic year _____ to _____
Now, I am applying to a few Universities abroad for my further studies. I need Envelops / Additional copies of transcript / Syllabus attested by the Principal. The details are as follows.
Shri / Smt. / Miss: _____.

Sr. No.	Class	Transcript / Syllabus No. of copies required	No. of attested envelopes required
1.	JUNIOR – Arts/Science/Commerce (F.Y.J.C / S.Y.J.C)		
2.	DEGREE – B.A. / B.Sc. / B.Com.		
3.	M.Sc. Part-I / Part- II.		
TOTAL :			

Addl. Copies:

Total Copies (Transcripts)	_____ X Rs. 5/-	Rs. _____
Total Envelopes	_____ X Rs. 5/-	Rs. _____
Total Copies (Syllabus)	_____ X Rs. 10/-	Rs. _____
	Total Amount	Rs. _____

Yours faithfully,

Signature of the student

INSTRUCTIONS:-

- A) Charges for Transcript attestation : Rs. 5/- per copy
 - B) Charges for attestation of Sealed Envelopes : Rs. 5/- per envelope.
 - C) Charges for attestation of Syllabus : Rs. 10/- per copy.
- Pay the charges as shown below in the Accounts Dept. (Counter no. 2 Ground Floor)
- Submit the application along with Xerox copies of Transcript / Syllabus on Counter no. 4.

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To,
The Accounts Department,
Please accept Rs. _____ towards charges as mentioned above.
Receipt No. _____ dated _____.

Signature of the Clerk / Cashier

Signature of the Clerk: _____

Date: _____