

Date : _____

To,

The Principal,

K. J. Somaiya Polytechnic.

Sub : Application to issue Transcripts.

Respected Madam,

I the undersigned student had passed my Diploma in Civil / Computer / Electrical / Industrial Electronics / Mechanical Engineering in Winter / Summer - _____ and require _____ (number's) of Transcripts (**original**) and _____ (number's) of Attested copies in order to apply for _____ (country name) foreign university.

Please issue the transcripts as per the provisions of institute.

Thanking you,

Yours faithfully,

Signature.

Details of Student.

Full Name _____

Amount to be paid Rs. _____

Enrollment No. _____

Mobile _____

E-mail _____

Address _____

Enclosure :

1. All marklist and certificate photocopy.
2. Receipt of Transcript fee + Rs. 10/- Form fee.
3. Any ID proof with address.

Form : Rs. 10/- Transcript : Rs. 1000/- per Original copy Attested : Rs. 250/- per copy