



# Gondwana University, Gadchiroli

## Examination and Evaluation Section

To,  
The Director,  
Board of Examination and Evaluation  
Gondwana University, Gadchiroli

**Subject:- Application for Transcript Certificate.**

Sir,

Please issue me the Transcript Certificate to apply for-----  
I need ----- sets each sets----- copies of Transcript Certificate Particulars regarding myself and relation to Academic Qualifications in College/Department affiliated to Gondwana University, Gadchiroli

1	Name of Student (Full Name)	
2	Enrollment No.	
3	Name of College/Department	
4	Name of Exam.Passed	
5	Pattern of Examination Old/CBCS	
6	Roll No.& Year of Final Exam. Passed (Summer/Winter)	
7	Total C.G.P.A	----- out of -----
8	Academic Session of First Admission	
9	Medium of Instrutions	
10	Total Xerox copies of only passed mark-sheets without attestation(of each year/Semester)	
11	Total Xerox copies of Degree Certificates	
12	No. & Date of receipt/D.D. of Transcript Certificate (Attach Receipt/ D.D)	

Date: / / 201

Your's faithfully

Phone No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
Full Address: (Pin Code Essential)  
\_\_\_\_\_

Sing: \_\_\_\_\_  
Name: \_\_\_\_\_

### IMPORTANT NOTES:

- 1) Xerox Copies of all years Marksheets and Degree Certificate in 5/10/15/20 (as required) sets Without attestation shall be submitted with the application form
- 2) All Digital Xerox copies should be on A4 size and on Executive Bond Paper.
- 3) Rs. 550/- fees for each marksheet copie & Degree copie can be paid at the University Cash Counter or by Demand Draft in favour of **Account & Finance office, Gondwana University, Gadchiroli Payable at Gadchiroli.**
- 4) After submission the applicant can collect the Transcript Certificate from the office within 15 to 20 Days.
- 5) Incomplete application form shall be rejected and no correspondence shall be done in this regard.