

**SHRI VILE PARLE KELAVANI MANDAL'S  
ACHARYA AMBALAL V. PATEL JUNIOR COLLEGE**

VILE PARLE (WEST), MUMBAI-400 056

**APPLICATION FOR TRANSCRIPT  
(JUNIOR COLLEGE)**

Ref. : Transcript / Attest / \_\_\_\_\_ / F.No. \_\_\_\_\_ /

DATE: \_\_\_\_\_

**TO,  
THE PRINCIPAL,  
ACHARYA AMBALAL V.PATEL JUNIOR COLLEGE,  
VILE PARLE (WEST),  
MUMBAI-400 056**

**Dear 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 additional copies of Transcripts / Syllabus attested by the Principal. The particulars of the same are as follows.

Name: Shri/Smt/Miss \_\_\_\_\_  
(Surname) (First Name) (Last Name)

Sr.No	Class	Transcripts / Syllabus No. of Copies required	No. of attested Envelopes required
1.	Junior : Science / Commerce Class : F.Y.J.C / S.Y.J.C		
	<b>TOTAL:</b>		

Total No. of Copies (Transcripts)	_____ X Rs.5/-	Rs.
Total No. of Copies (Envelopes)	_____ X Rs.5/-	Rs.
Total No. of Copies (Syllabus)	_____ X Rs.10/-	Rs.
	<b>TOTAL AMOUNT</b>	Rs.

Your's 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 above in the Accounts Dept. ( Room No. 101, First Floor )
- Submit an application along with Xerox Copies of Transcripts / Syllabus to Account Dept.

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To,  
The Accounts Department,  
Please accept Rs. \_\_\_\_\_/- towards charges as mentioned above.  
Receipt No: \_\_\_\_\_ dated: \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Clerk

Date: \_\_\_\_\_

