

Application for Official Transcript

To
The Controller of Examinations
Kavikulaguru Kalidasa Sanskrit University,
Ramtek

Please affix latest
passport size
photo.

Subject - Issue of Official Transcript

Sir/Madam,

I have passed the _____ examination held by Kavikulaguru Kalidasa Sanskrit University in 19___/20___. Attested Xerox copies of marks statement of each year/semester are enclosed herewith. Kindly issue me _____ copy/copies of the transcript. I am ready to pay prescribed fees by cash/Demand draft.

The concerned particular are as given below :-

1) **Full Name:** _____

(In Block Letters)(Name should be written as on the statement of final year examination)

2) **Gender :** Male/Female _____ 3) **Enrollment Number :** _____

4) **Name of the College :** _____

5) **Name of the University/Universities where the student has applied for further education.**

1. _____

2. _____

3. _____

4. _____

5. _____

6) **Address for communication :** _____

7) **Email Address :** _____

Date :

Your's faithfully

Place :

Signature of the applicant

Important Note :-

*The prescribed fee for the issue of Official Transcript is Rs. 500/- per document.

*The prescribed fees has to be paid by Demand draft in favour of - The Registrar Kavikulaguru Kalidas Sanskrit University, Payable at Nagpur.