



Mumbai Pradesh Arya Vidya Sabha's  
**GURUKUL COLLEGE OF COMMERCE**

(Affiliated to the University of Mumbai)  
Tilak Road, Ghatkopar (East), Mumbai – 400 077

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**APPLICATION FORM FOR TRANSCRIPT / RECOMMENDATION LETTER**

From,

Student full Name : \_\_\_\_\_

Address :- \_\_\_\_\_

Telephone No : \_\_\_\_\_

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

To,  
The Principal  
Gurukul College of Commerce  
Tilak Road, Ghatkopar (E),  
Mumbai – 400 077.

Respected Sir / Madam,

I was a student of your college during the academic year/s \_\_\_\_\_ to \_\_\_\_\_.

Now I am applying to a few Universities / abroad, for my further Higher Studies.

The official transcript i.e. the record of instructions, lecture hours, laboratory work per week etc. is required for the same. I request you to issue me transcript as early as possible.

Attested copy of each mark-sheet is attached herewith for your ready reference.

Thanking you,

Yours faithfully,

Name of the Student : \_\_\_\_\_

Signature of student : \_\_\_\_\_

Academic Particulars:

Class	Div. & R.No.	Academic Year	Subject offered
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

I have enclosed :-

1. Fees of Rs. 1,000/- towards the above.
2. Photocopy of Previous Mark Sheet