

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