

**APPLICATION FOR TRANSCRIPT CERTIFICATE**

To,  
The Principal,  
Government Polytechnic,  
Pune - 411 016.

**Sub : To issue the Transcript Certificate .**

Sir,

**(To be filled by the Student)**

I undersigned kindly request you to issue me the Transcript Certificate.

Name of the student: \_\_\_\_\_

Address of student : \_\_\_\_\_

\_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail ID: \_\_\_\_\_.

Passed diploma course:

Enrollment No.: \_\_\_\_\_ Year of Passing : \_\_\_\_\_

Total marks obtained (final year): \_\_\_\_\_ out of \_\_\_\_\_

**Documents required for Verification and Record:-**

- 1. Attested xerox copy of diploma mark list of all year's / semester.**
- 2. Attested xerox copy of college leaving certificate.**
- 3. Attested xerox copy provisional / final board certificate.**
- 4. Rs.2000/- receipt for 10 copies at cashier counter GPP.**

Yours Faithfully,

Signature:

Name: