



Yashwantrao Chavan Maharashtra Open University, Nashik, India

(Estd. by Government of Maharashtra)

Dnyangangotri, Near Gangapur Dam, Govardhan, Nashik-422 222

Ph.- 0253-2231714-15, Fax- 2231716, E-mail : coe@ycmou.digitaluniversity.ac

Examination Section

Date:

APPLICATION FOR ISSUE OF THE TRANSCRIPTS

(To be signed only by the candidate)

To
The Controller of Examinations,
YCMOU, Nashik

Sub.: Issue of Transcript Certificate.

Sir/Madam,

This is to request you to issue me Transcript Certificate for the purpose of

I am submitting herewith the following documents and details in support of my claim for your ready reference:

1	Name of the Student	
2	PRN No.	
3	Name of the Programme /Branch of Study	
4	Year of Study completed	
5	Address with pin code	
6	Name and Code of the Study Centre	
7	Contact Phone No. / Cell No.	
8	No. of sets of Transcripts are required	
9	Certificates for which Transcripts are required are attached - Consolidated Mark Sheet /Provisional certificate / Degree Certificate	
10	Whether sufficient attested photo copies (both front and back side) of all attempts marksheets and certificate. (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided)	Yes / No
11	Payment Details: (i) DD No. and Date : (ii) Name of Bank : (iii) Amount of fees paid :	

Thanking You.
Yours faithfully,

Signature of the Individual with date

FOR OFFICE USE ONLY

Verified by : _____ Received Rs. : _____ Receipt/DD.No. _____

Date of Application Receipt: _____ Date of Transcript Issued: _____

Authorized Signature

To
The Controllor of Examinations
YCMOU, Nashik

Sir / Madam

Received the Transcripts in sealed cover on (Date) _____ at (Time) _____ .

Date

Signature of student

Note : Normal time required for issue of Transcript is 15 days from the receipt of the application form duly filled and attached with all the documents.
