

**TRANSCRIPTS - JUNIOR COLLEGE & DEGREE COLLEGE**  
**ISSUED TO STUDENTS APPLYING FOR FURTHER STUDIES OUTSIDE**  
**INDIA**

**Counter No. 3**

- The transcripts are issued to the following standards:  
F.Y.J.C./S.Y.J.C./F.Y.B.COM./S.Y.B.COM./T.Y.B.COM./M.COM. PART I & II
- The students are required to submit duly filled application form along with attested photocopies /original mark-sheets of each year of the course and bring original mark sheet for verification on **Counter no. 3**.
- Particulars like class, div. Roll No., academic year and subjects of each year, Address, telephone/mobile numbers, should be written in the application letter without fail.

**RECOMMENDATION LETTER**

**Contact: Sachin A. Gaikwad**

**Process:-**

Students can apply for the recommendation letter from their teachers while applying for Higher Studies/ Foreign Universities.

- Application for recommendation letter from the student duly signed by the respective teacher.
- Payment of necessary fees at the cash counter 1 & 2.
- Scan the format and contact the authority.

