



J.D BIRLA INSTITUTE
11 Lower Rawdon Street,
Kolkata-700 020, India

Website: www.jdbikolkata.in

APPLICATION FOR ACADEMIC TRANSCRIPT

<u>FOR OFFICE USE ONLY</u>
Received Rs.....vide
Receipt No.....dated.....
_____ Cashier

<u>Cashier</u>
Please accept Rs.....for.....
copies of Academic Transcript
Date: _____ Examination Office

The Principal
J. D. Birla Institute, Kolkata - 700020

Dear Madam,

I beg to apply for five / ten / fifteen copies of Academic Transcript. Herein below, I am giving the particulars of my academic record relevant to such Transcript.

Details of academic record of each examination in chronological order:

Sl. No.	Name of the Examination (e.g., 1 st Year (Sem-I) B.Sc. (Hons.) in Interior Designing)	Respective Session / Year	Examination Roll No.	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Yours respectfully,

Date:
Name of the Applicant (in CAPITA LETTERS):
Registration No. (with session):
Address for Communication:

Signature (as in signature proof)

E-mail Address:
Contact No. (preferably a Mobile No.):

- N.B. 1. Applicants are specially instructed to follow the general instructions (available in JU website) regarding requisite fees (@ **Rs. 1500/- per set**), documents to be enclosed, delivery, etc. pertinent to Academic Transcript before filling the form for the same.
2. Use separate application form of Academic Transcript for each Course of Study.