

## **INSTRUCTIONS TO THE STUDENTS**

Procedure for Transcript:

1. Take the print of application form for Transcript is given on page number 2
2. Submit the hard copy of filled in application form along with photocopies of all semester mark sheets (including KT) to college office between 10:00 am to 3:00 pm.
3. College will provide 5 sets of Transcripts charging Rs.1,000/- for in-house students and Rs.1,180/- (1000 + GST) for Ex-students.
4. For extra copy of transcript Rs. 50/- will be charged.
5. Transcript will be issued within 12 – 15 working days from the submission of application.
6. For any query, Contact college office phone number 8655143915

From:  
Mr./ Ms \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email ID: \_\_\_\_\_  
Date: \_\_\_\_\_  
SAP ID: \_\_\_\_\_

To,  
I/c. Principal,  
Pravin Gandhi College of Law,  
Mithibai College Campus, 8<sup>th</sup> floor,  
Bhaktivedant Swami Marg,  
Vile Parle (W), Mumbai-400056.

**Subject: Application for Transcripts**

Respected Madam,

This is to inform you that, I have appeared / passed \_\_\_\_\_ examination held in \_\_\_\_\_ (Month & year) in Academic Year \_\_\_\_\_.

I wish to apply for the transcripts \_\_\_\_\_

I am attaching photocopies of all Mark sheets from Sem - \_\_\_ to Sem - \_\_\_ (including KT) for \_\_\_\_\_ number of Transcripts.

Yours faithfully,

\_\_\_\_\_  
(Signature of Applicant)

**[For Office Use]**

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Approved by :- \_\_\_\_\_

Receipt No:- \_\_\_\_\_

Sign with Date:- \_\_\_\_\_