



SRI KRISHNA ARTS AND SCIENCE COLLEGE
(An Autonomous Institution)
Affiliated to Bharathiar University, Coimbatore
Re-Accredited by NAAC with 'A' Grade.



APPLICATION FOR OBTAINING TRANSCRIPT

From

Date

Name (Capital Letters) :
Register Number :
Programme & Branch :
Department :
Mobile No :
Mail Id :
Period of Study :

To

The Principal

Sri Krishna Arts and Science College (Autonomous)
Coimbatore – 641 008

Through

The HOD – Department of _____

Sri Krishna Arts and Science College (Autonomous)
Coimbatore – 641 008

Respected Sir,

Sub : Need of Official Transcript – reg.

I had completed my _____ (UG/PG Degree) at our Sri Krishna Arts and Science College (Autonomous) during _____ (period of study). As I had applied for (purpose and reason) _____ , I request your good office to issue me with transcript for the said purpose.

P.T.O



SRI KRISHNA ARTS AND SCIENCE COLLEGE
(An Autonomous Institution)
Affiliated to Bharathiar University, Coimbatore
Re-Accredited by NAAC with 'A' Grade.



Thanking You,

Yours Truly,

(Name in Capital letter)

DOCUMENTS REQUIRED:

- The Transcripts Requesting form from WES along with the reference number.
- Coloured scanned copies of Semester & Consolidated Marksheets.
- Passport copy Photocopies (If required).
- Candidates shall collect the transcript after 7 working days.
- A Minimal fee as per the number of copies required shall be remitted to the college office and the receipt shall be enclosed alongwith the application for transcript.

Remarks:	
Class Advisor	HoD
CoE's Office	Principal's Office
Receipt No. :	Approved:
Amount :	Comment:
CoE	PRINCIPAL

FOR OFFICE USE ONLY:

Transcript issued on :	
Prepared by:	
Examined by:	

Received by : Name of the Student/Guardian :	
Signature with Date	

Documents required, if Guardian is collecting the transcript:

1. Get the Authorization Letter
2. Self Attested - Xerox Copy Identity Proof of Student
3. Self Attested - Xerox Copy Identity Proof of Guardian