

# Government College of Engineering, Amravati

To,  
The Principal,  
Govt. College of Engineering,  
Amravati 444 604

Subject: Application for **Transcript Certificate**  
Sir,

Please issue me the Transcript Certificate to apply for ----- .  
I need-----Copies of Transcript Certificate. Particulars regarding myself and relating to Academic Qualifications in College Govt. College of Engineering, Amravati, affiliated to Sant Gadge Baba Amravati University are appended below:

1	Name of Student (Full Name)	
2	Enrollment No./ Student ID No.	
3	Name of Department	
4	Name of Exam. Passed	
5	Year of Final Exam. Passed (Summer/Winter)	
6	Admission Year	
7	Medium of Instructions	English
8	Total Digital Xerox copies of only passed mark-sheets without attestation (of each year/Semester)	
9	Total Xerox copies of Degree Certificates	
10	No. & Date of Receipt	

Date : / /20

Yours faithfully,

Ph. No. . \_\_\_\_\_

Sign : \_\_\_\_\_

Mob.No. \_\_\_\_\_

Name: \_\_\_\_\_

Full Address: (Pin Code Essential)

## **IMPORTANT NOTES:**

- 1) Xerox copies of all years Marksheets and Degree Certificate in 5 (as required) sets without attestation shall be submitted with the application form.
- 2) All Digital Xerox copies should be on A4size and on Executive Bond Paper.
- 3) Rs. 3000/- fees for 5 sets and more than 5 sets for Rs. 200/- each can be paid at the Govt. College of Engineering, Amravati, Cash Counter or deposit/Credited A/c. no. **11062264085, The Principal Government College of Engineering, Amravati, State Bank of India, Amravati, IFSC No. SBIN0003866, MICR No.444002976 (Confirmation and send Bank Transaction ID by e-mail [degreeverifycoea@gmail.com](mailto:degreeverifycoea@gmail.com) or Telephone no. 0721-2660850, 2662889, Fax No. 2660488)**
- 4) After submission the applicant can collect the Transcript Certificate from the Office within a one & half week.
- 5) Incomplete application form shall be rejected and no correspondence shall be done in this regard.