



BUNTS SANGHA'S
S.M.SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES

APPLICATION FORM FOR TRANSCRIPTS / RECOMMENDATION LETTER

Name : Mr./Ms.: _____

Address: _____

The Principal,
Bunts Sangha's
S.M.Shetty College of Science, Commerce &
Management Studies
Powai,
Mumbai – 400076.

Telephone No. _____

Dear Sir,

Date : _____

I am/was a student of _____ class during the academic year
_____ with Roll No. _____.

I passed / failed / I did not appear at the _____ for the said examination
held by the college / University in March / October, _____ vide Roll No. _____
Seat No. _____.

Now intend to seek admission in _____ class in College / University

hence for this purpose _____ is required. I am enclosing with this
application form, specimen Recommendation letter.

Class	Roll No.	Seat No.	Academic Year	Month & Year of Passing	Pass/Failed /ATKT	Class Obtained	No. of Attempt
SEM 1							
SEM 2							
SEM 3							
SEM 4							
SEM 5							
SEM 6							

No dues from Library, Chief Co-ordinator, Principal.

Yours sincerely,

Librarian, Chief Co-ordinator, Principal.

(Signature of Student)

June 08, 2019

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies

Powai, Mumbai 400 076.

College phone nos. : 022 – 6132 7352 / 56 / 63 / 70.

Website : www.smsheettycollege.edu.in

E mail id : registrar@smsheettycollege.edu.in / college@smsheettyintitute.in

PROCEDURE FOR APPLYING FOR TRANSCRIPTS

1. The application form for applying for **TRANSCRIPTS** is available in the college office / on college website. **There is no fee for the form.**
2. After filling up the application form, student has to **enclose all his/her previous mark-sheet/s** (attach all the mark-sheets of First, Second and Third Year classes).
3. Get the application form **checked** at the counter no.1 (**produce original mark-sheet for checking**).
4. Deposit **requisite fees** of Rs.1000/- towards issuance of the above, with the cashier at counter no.5.
5. Submit back the **application form** in the office at counter no.1.
6. **Collect** the Transcripts (Five sets) after three working days. For extra five copies Rs.50/- will be charged.
7. **For recommendations letters there is no fee to be deposited.**

In case of any query students / parent can contact Registrar/Principal.