

PROCEDURE FOR APPLYING FOR TRANSCRIPTS

Following is the procedure to apply for transcript in SICSR.

Transcripts are issued by the Administrative office (Ms. Gauri Dalal / Mr. S. C. Bhosale) of SICSR. Transcript will include your marks for all semesters and teaching scheme of your programme.

The transcript is issued within 2-3 working days. Kindly complete the procedure mentioned below, to apply for transcript

1. Click here to download the application for Transcript. (If you are asking your friend/family member to collect the transcript, we will require your letter of authority.*)
2. Kindly note Transcript procedure will start only after prescribed fees is paid.
3. Copy of your all semester mark sheet and consolidated mark sheet has to be submitted along with application letter.
4. Transcript charges are Rs. 500/- for first copy and any subsequent copy will charge Rs. 100/- per copy. **(Please mention the number of copies required)**
5. Transcript will be delivered in institute envelope, sealed and signed by the Director of SICSR (If requested by you, transcript will be handed over to your friend/family member against you letter of authority.)

For any query please contact at:

Tel : (+91) 020 - 2567 5601 / 02 , Extension - 123 (Ms. Gauri Dalal / Mr. S. C. Bhosale)

Fax no. (+91) 020 - 2567 5603

Email : office@symbiosiscomputers.com / gauri.dalal@symbiosiscomputers.com

SYMBIOSIS INSTITUTE OF COMPUTER STUDIES & RESEARCH

APPLICATION FOR TRANSCRIPT

N.B.: 1) Rs. 500/- should be paid in cash for Transcript (for 1 Copy).

2) Any additional copy of transcript will be charged Rs.100/- per copy.

Date:

To,

The Director,

SICSR, PUNE.

Dear Sir/Madam,

I request you to issue a transcript for _____ **(PURPOSE)**.

Necessary particulars are as given below:

PRN	
Name in full	
Gender	MALE / FEMALE (Delete inappropriate)
Name of Programme	
Batch (From - T0)	
Number of copies required	

Yours faithfully,

Signature

Attachment : 1) Copies of mark sheet of all semesters.

2) Copies of consolidated mark sheet.