



**ST. TERESA'S COLLEGE (AUTONOMOUS),  
ERNAKULAM**

**APPLICATION FOR OFFICIAL TRANSCRIPT OF GRADE POINTS / MARKS**

**IMPORTANT: ONLY THE STUDENTS FROM 2014 ADMISSIONS ARE ELIGIBLE TO OBTAIN OFFICIAL  
TRANSCRIPT FROM THIS COLLEGE**

Indian Bank Branch:  
Pay-in-Slip No.:  
Amount Paid Rs.:  
Date of Payment:

|     |  |          |
|-----|--|----------|
| 1.  | Name of the Applicant<br>(as in SSLC)  |          |
| 2.  | Date of Birth  |          |
| 3.  | Address with Mobile No. and<br>E - mail ID, if any.  |          |
| 4.  | Document Required  |          |
| 5.  | Address to which the document to be<br>sent, if required                                   |          |
| 6.  | Purpose for which the Transcript is<br>required  |          |
| 7.  | Details of course completed  |          |
| 8.  | Period of study  |          |
| 9.  | Register Number  |          |
| 10. | Whether course completed or not  |          |
| 11. | Grade obtained   |          |
| 12. | Whether applied for<br>reevaluation/scrutiny   | Yes / No |
| 13. | Whether results of any Re-<br>appearance Exam (Supplementary /<br>Improvement) are pending | Yes / No |
| 14. | Additional information, if any   |          |

**DECLARATION**

I hereby state that

1. I am the bonafide student and applicant
2. I understand that if any discrepancy is found on verification, my application shall be rejected.
3. All information furnished above are correct.

Place:

Date:

Signature:

Name of the Applicant:

### **INSTRUCTIONS TO THE CANDIDATE**

1. The application for Official Transcript shall be in the prescribed format.
  2. The self attested copy of **SSLC** and the legible copies of the **Mark Cards** of the course for which Transcript is required shall be attached along with the application.
  3. The **Original Fee Receipt** shall be attached with the application.
  4. The students can obtain the Transcript directly from college office. If required by registered post, the candidate has to submit duly stamped cover giving the address to which the document is to be sent, clearly written.
  5. **The fee for the official Transcript is Rs.1500/- (Rupees One Thousand Five Hundred only)**
  6. The fees should be paid vide Pay-in-slip at the **Indian Bank A/C No: 6931875449. St. Teresa's College Educational and Charitable Trust payable at Shanmugham Road Branch, Ernakulam. IFSC: IDIB000E007.**
- Fee once paid will not be refunded.