



Transcripts Request Form

Website: www.sggs.ac.in Email: coe@sggs.ac.in Phone: (+91) (2462) 229234 Fax: 229236

- Requests must be made in writing, in person, via mail, or via email.
- Type or write all information clearly and completely.
- Attach photocopies of all the grade cards you have received so far.
- Pay the fee online and attach copy of the receipt, or attach demand draft of the amount payable.
- Attach scanned copies, of grade cards and fee receipt, if you are applying via email.
- Students, who are graduated before autonomy, should either submit original mark sheets or approach to the university for transcripts.

Name:	
Year of Passing:	
Graduate ()	Post-graduate ()
Student Registration Number:	Branch:
Home address:	
Contact information	
Phone:	
E-mail:	
Number of Transcripts Required:	
Pay Rs. 2000 for 10 transcripts	
Add postal charges Rs. 300 for within India and Rs.1000 for out of India	

Signature of Student: _____ **Date:** _____

() I will pick up transcripts on: _____ (Allow seven working days for processing)

() Please mail transcripts to the following address

Write here your complete address to mail the transcripts.

(Please list a complete address where your transcripts are to be mailed. The Examination Section is not responsible for incorrect or incomplete address which may result in your transcript being lost or undeliverable.)

Mail transcripts request form to:

Controller of Examinations,
SGGS Institute of Engineering and Technology, Vishnupuri, Nanded
Maharashtra, 431606 (INDIA)
Email: coe@sggs.ac.in Phone: (+91) (2462) 269339

Drawn in favour of Director, SGGsIE&T, Vishnupuri, Nanded, and payable at Nanded.

@ Website: <https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm> or click the link kept at institute website at free structure in academics.

From dropdown menu, select state as Maharashtra and institutions as educational institutions, then select SHRI GURU GOBIND SINGHJI INST OF ENGG AND TECH NED from the list of institutions. Select payment category "Transcript Charges" and then enter the amount towards transcripts charges.

For office use:

Date processed: _____ Outward Number: _____ Signature: _____