

Kohima Science College
(An Autonomous Government PG College)
Jotsoma, Nagaland

Application for Issue of Academic Transcript
(Academic Transcript - Consolidated Statement of Grades)

To

The Controller of Examinations,
Kohima Science College, Jotsoma

Sir,

Kindly issue me my Academic Transcript (Consolidated Statement of Grades) as per my particulars:

1. Name Mr/Ms
(in block letters and as in college records)
2. Roll no. 3. Reg. no.
4. Department/Honours
5. Programme (BA/BSc/MSc)
6. Month & year of programme completion
7. Contact no.

I have read the rules/information relating to issue of academic transcript and have

- paid the fee of amount ₹..... /- and have attached the deposit slip/a copy of the receipt
- enclosed photocopies of marks sheets of all the semesters in the programme
- enclosed document attesting to why I need the academic transcript

Yours faithfully,

Date:

.....
Signature of the applicant

(For office use)

The particulars given by the applicant have been verified and found to be correct. Academic Transcript bearing Sl. No. dated has been issued.

Officer-in-charge

Received (Signature of the applicant with date)

INFORMATION RELATING TO ISSUE OF ACADEMIC TRANSCRIPT

1. The academic transcript is a consolidated statement of all courses taken and the grades and credits obtained by a student in the programme.
2. The academic transcript will be issued only when the applicant can attest to why he/she requires it. For this, he/she may enclose a document clearly showing the requirement. (For example, the application form of an institution asking for academic transcript.)
3. All applications must be submitted on the prescribed form with the prescribed fee.
4. Photocopies of mark sheets of all the semesters in the programme must be enclosed.
5. Additional fees and procedures will apply if the academic transcript needs to be sealed and/or sent directly to an institution from the college. For this, the applicant may meet/mail the undersigned.
6. The Examination Committee reserves the right to withhold issuance of academic transcripts.
7. The rate of fee for academic transcript is ₹300/-

Sd/-

Controller of Examinations

Email: coe@kscj.ac.in