

APPLICATION FOR ISSUE OF TRANSCRIPT

To

**The Controller of Examination
OP Jindal University,
Raigarh**

Subject: Application for issue of Transcript.

Respected Sir,

With due respect, I beg to state that I, a bonafide student of OPJU, Raigarh branch roll no....., batch 2016-2020. I have successfully completed my B.Tech. Degree in June – 2020 for the purpose of higher studies I require Transcript.

I therefore request you to kindly issue my Transcript as early as possible (Fee Receipt enclosed).

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Signature of the Candidate

Name :

Roll No.:.....

Enroll No.:.....

Branch :

Contact No.:.....

Date :.....

Enclouser :

1. Receipt of paid charges for issue of Transcript.
3. Xerox of Grade Sheet (1st to 8th Semester)