

**Usha Mittal Institute Of Technology,**  
**S.N.D.T. Women's University,**  
**Sir VithaldasVidyaVihar, Santacruz (West), Mumbai – 400 049.**  
**Tel:-Direct 022-26605179,Board line 022-26608493ext.2304**  
E-Mail ID: [umitexam@gmail.com](mailto:umitexam@gmail.com)

### **Application Form for Transcript**

Transcript Fee Rs. _____
DD.No. / Receipt No. _____
Name of the Bank _____
Date :-      /      /
Receipt of NEFT: _____

To,  
The Principal,  
Usha Mittal Institute of Technology,  
S.N.D.T. Women's University, Sir VithaldasVidyavihar,  
Juhu Road, Santacruz (West),  
Mumbai – 400049.

Respected Sir,

I Undersigned ----- wish to apply for a transcript. I herewith submit required documents i.e.

- 2 sets of Xerox copies of**
1. All Semester Marksheets (Sem I to VIII, PASS/ATKT/FAIL) of B.Tech & M.Tech
  2. Birth Proof / Leaving Certificate
  3. Photo Identity Proof.

**My personal details are:-**

1. Name of the student -----  
At the time of      **Surname**      **First Name**      **Middle Name**      **Mother's Name**  
Examination :      \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Complete Postal Address: \_\_\_\_\_  
\_\_\_\_\_
4. Contact Number: \_\_\_\_\_ E-mail ID \_\_\_\_\_
5. Duration Of the Course: (Admission Month & Year) \_\_\_\_\_  
(Course Completion Month & Year): \_\_\_\_\_  
\*Mention if your admission from Direct Second Year B.Tech: \_\_\_\_\_
6. 1 Set Compulsory ( 2 Copies) / Extra Copies Required: ----- **Copies**
7. Name of Examination B.Tech / M.Tech : Branch: \_\_\_\_\_ Year of Passing: \_\_\_\_\_  
Seat No: \_\_\_\_\_ Class / Grade: \_\_\_\_\_

Please do the needful,  
Thank You.

Yours Sincerely

**Date:**

**Signature of Student**

**Transcript Fee:**

- 1) **College Level** - Rs. 500/- One Set (Two copies) and each extra copy Rs. 200/-, to be paid by cash to UMIT Account Section **OR** NEFT –Beneficiary Name: Usha Mittal Institute of Technology, Bank Name: Canara Bank, Branch: SNTD Juhu Branch, Account No.: 4634101000439, IFSC code: CNRB0004634.
- 2) **University Level** -Rs. 1000/- One Set (Two copies) and Rs. 200/- each for extra copy.
- 3) **Approximate Period** to issue transcript: College level-25 days and University Level-10 days