

**UNIVERSITY OF MUMBAI
INSTITUTE OF DISTANCE AND OPEN LEARNING**

Name: _____

Address: _____

Email. ID: _____

Tel./Mobile No. _____

Date: _____

The Professor-cum-Director,
I.D.O.L.
University of Mumbai.

Sub.: Issue of Transcript Certificate.

Sir,

This is to request you to issue me Transcript Certificate for the purpose of

I am submitting herewith the following documents in support of my claim for your ready reference:

1. Photo copy of Identity Card.
2. Attested photo copies of all attempts Marksheets.
3. Attested photo copy of School Leaving Certificate OR S.S.C. Passing Certificate OR Birth Certificate.
4. Photo copy of Marriage Certificate OR Gazette, if name change.
(All Original documents for verification)

Thanking You.

Yours faithfully,

(Signature of the Student)

FOR OFFICE USE ONLY

Verified by _____

Received Rs.

(Rs. 500/- for Under-graduate and Rs. 750/- for Post-Graduate)

Receipt No. _____

Date: _____

Signature of the A/c's Clerk