

To,
The Principal
BBIT

Date:-_____

Subject : Issuing Transcript Certificate

Respected Sir,

I undersigned student of BBIT Kindly request you to issue me Transcript Certificate.
I need this for _____ purpose.

Thanking You,

Yours faithfully,

Name : _____

Discipline : _____ I.D. NO: _____

Address : _____

Phone : _____

Signature of Student : _____

Documents: Certified copy of all Semester Mark sheet, Best of Ten Mark sheet, & Diploma Certificate.

- Approve the application by student section in charge.
- Deposit the fees for the transcript to the cashier, office up stair
- Submit the application to the student section
- You will be given **05 copies of transcript** after 10 days of your application.

To,
Account Section
For fee collection

Receipt No. _____ Dt _____