



**APPLICATION FORM FOR OBTAINING CERTIFICATES**

**( to be filled in block letters and signed by the concerned candidate only)**

S.No :

Date :

- Name(as per certificates) : \_\_\_\_\_
- Roll Number : \_\_\_\_\_
- Program & Section : \_\_\_\_\_
- Father's Name : \_\_\_\_\_
- Mother's Name : \_\_\_\_\_
- Date of Birth : \_\_\_\_\_
- Contact No & Email Id : \_\_\_\_\_

• Applying for

- ☐ Transcripts (CBCS)                      ☐ Discontinued (TC/Bonafide/Migration Certificate)
- ☐ Bonafide                                      ☐ Others (MoI/Provisional Grade//Backlog Summary)
- ☐ Duplicate Memos/Certificates

• Reason: \_\_\_\_\_  
\_\_\_\_\_

Signature of the Candidate

**Acknowledgement Slip**

**For office use at the Counter**

Received sign  
with Date :

CoE Sign  
with Date :

Section In-Charge sign  
with Date :

**To be filled by the Candidate while collecting:**

I.....received the following Original Certificate(s)  
.....  
.....

Date :

Signature of the Candidate

P.T.O



# St. Francis

## College for Women

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

### **NOTE:**

- **Candidate discontinuing her study and applying for TC should fill the NO DUE form and Attach photocopy of previous semester memos, College ID and Parents ID proof along with the form**
- **Submit the Affidavit(Notary) in case of requesting Duplicate Memos/ Certificates**
- **Submit photocopies of all Individual memos & Consolidated Certificates for Transcripts**
- **Submit photocopy of Consolidated Certificate for Others option**
- **Applicable processing fee can be confirmed at the counter(Online payment)**