



**EXAMINATION BRANCH**

**Date:** \_\_\_\_\_

**APPLICATION FOR ELECTRONIC TRANSCRIPTS**  
**(SCANNED COPY) TO FOREIGN UNIVERSITY**

To  
The Controller of Examinations,  
Marri Laxman Reddy Institute of Technology and Management,  
Dundigal, Hyderabad – 500 043

**Subject:- Transcripts E-Mails to Foreign University - Reg.**

Respected CE,

With reference to the subject cited, I Mr./Ms. \_\_\_\_\_  
a student of **B.Tech./M.Tech./MBA** bearing hall ticket number \_\_\_\_\_  
in the branch of \_\_\_\_\_ require **to send Transcripts E-mail to Foreign University**  
which are mentioned below.

<b>SNO</b>	<b>DESCRIPTION</b>	<b>DETAILS TO BE PROVIDED</b>
1.	Final CGPA	
2.	Month & Year of Passing	
3.	Student Mobile No.	
4.	Student E-Mail Address	
5.	GRE/TOEFL/IELTS - Rank Card	
6.	Name of the Foreign University	
7.	Name of the Country	
8.	Name of the Course Registered	
9.	Foreign University E-Mail Address	
10.	Student Reference ID	

**NOTE:**

- The Service for providing the Electronic Transcripts has been available for the benefit of student. The soft copy (Scanned copy) of the Electronic Transcripts will be sent to the respective University within the short duration. The Electronic Transcript copies will be E-Mailed through the following official E-mail ID to the respective University as per the request of the student.

**[coe@mlritm.ac.in](mailto:coe@mlritm.ac.in)**

- **Total amount to be paid for each university = Rs. 1500 /-**

**Signature of the Student**

**Controller of Examinations**

**Enclosures:**

- **Submit the application along with Fee receipt, Rank Cards in Person.**