

## SoP for Transcript Request

1. You need to pay Rs.1500/- (DD/ Pay order /NEFT) for getting first copy of transcript and Rs.500/-for every extra copy.

The details of our bank are as follows:

Name of Account : Rajeev Gandhi College of Management Studies

Name of the Bank : Axis Bank Ltd

Branch: Kopar Kherne, Navi Mumbai 400709

Account Number : 661010100019327

IFSC Code : UTIB0000661

MICR Code: 400211058

2. Once you have made the payment, kindly fill the payment details in google form through this link: <https://forms.gle/tj7NABqN54uouuMg8>
3. Applicant must send an email to [examination@rgcms.edu.in](mailto:examination@rgcms.edu.in) requesting for issuance of transcript along with name, batch, contact number and attach all relevant photocopies of marksheets of all semesters.
4. Once payment is verified, all the documents is forwarded for preparing the transcript.
5. After transcript is approved by the Institute (may take 10-15 working days) you will receive a call to collect the transcript.
6. You can collect the hardcopy of transcript from the exam section (Timing 10:00am to 5:00pm) of the college.