

**BAPTIST THOLOGICAL COLLEGE**

T. Chikri, Pfutsero, Phek, Nagaland – 797107

**Request Form for Academic Documents\* (Tick)**

Transcript

Transfer Certificate

Others \_\_\_\_\_

1. Name \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Student's Senate ID \_\_\_\_\_
4. Father's Name \_\_\_\_\_
5. Mother's Name \_\_\_\_\_
6. Year of Admission to BTC \_\_\_\_\_
7. Present class (if applicable) \_\_\_\_\_
8. Reason for Transfer (if applicable) \_\_\_\_\_
9. Date of Graduation (if applicable) \_\_\_\_\_
10. Degree/Diploma/Certificate Earned at BTC (if applicable) \_\_\_\_\_
11. Reason for document request \_\_\_\_\_  
\_\_\_\_\_

***\*Request must be made at least five working days before the date requested for issuing.***

(Signature of Student/Applicant)

(Date)

\_\_\_\_\_  
(Office use)

The applicant has paid a sum of Rs 300/- being the cost of issuing academic documents.

(Accountant)

(Forwarded by Vice Principal)

(Approved by Principal)