

FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY

FAMT/EXAM/ 75 /2021.

09/03/2021.

NOTICE

Modality for applications for academic Transcripts for students

Many students need their academic transcripts from the institute for higher education at foreign universities, for VISA activities etc.

In order to speed up the transcript process, following modality is being adopted.

- 1) Student is required to send the request email to **famt_transcript@famt.ac.in** (monitored by Examination Section) and mark **CC** to **admin@famt.ac.in** and **siddhesh.joshi@famt.ac.in** with all copies of marksheet attached to mail.
- 2) Please mention number of copies of transcript and address at which you want to receive the courier (if required).
- 3) Processing fee for Transcript is as under
 - a. For first copy - Rs. 1000/- (Rs One Thousand Only)
 - b. For additional copies – Rs. 200/- per copy (Rs. Two Hundred per copy)
 - c. Courier charges (if any) based on your address will be informed to you by email and will have to be paid by student.
- 4) Processing fee can be paid by NEFT/RTGS/UPI.
- 5) Beneficiary details for RTGS/ NEFT are as under-

BENEFICIARY NAME	:	FINOLEX ACADEMY OF MANAGEMENT & TECHNOLOGY
ACCOUNT NO	:	251010100016375
IFSC	:	UTIB0000251
ACCOUNTS TYPE	:	SAVING ACCOUNT
BANK NAME & BRANCH	:	AXIS BANK LTD. GROUND FLOOR, HOTEL VIHAR DELUXE, MAL-NAKA, RATNAGIRI (MH) - 415612

- 6) Details of transaction reference number of RTGS/NEFT/ UPI should be updated to **famt_transcript@famt.ac.in** and mark **CC** to **admin@famt.ac.in** and **siddhesh.joshi@famt.ac.in** by email.
- 7) On receipt of the same, transcript will be given maximum within **08** working days.
- 8) For any additional details contact to Mr. B.G. Ghanekar: 9665290772.


Principal