



**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**(Established under Gujarat Act No. 20 of 2007)**

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી  
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/SSS/ 2018/9228

Date: 24/12/2018

## **CIRCULAR**

Gujarat Technological University is starting to provide following services online for students from 1<sup>st</sup> January, 2019.

1. To apply for language certificate
2. To apply for CGPA to percentage certificate
3. To apply for backlog certificate

The students can **apply, select certificate receiving date, make online payment and get the receipt** after log-in at: [www.student.gtu.ac.in](http://www.student.gtu.ac.in)

Once the online payment is **successfully made** and **receipt** of same is available with student then he/she can **come to GTU, Chandkheda** on mentioned date in receipt to collect the certificate(s).

Guidelines for collecting the certificate(s) are mentioned below.

- All students must have to bring auto generated online **certificate request receipt**.
- All students must have to bring their **own photo Identity proof**.
- Students have to collect the certificate(s) between 11am to 1pm or 2.30pm to 5.30pm on mentioned date.
- In case if student is not able to come to collect it personally then **representative of student** must have hand written **Authority letter** signed by student and **Photo ID of representative**.
- Application is **valid for 30 days** only. If the certificate will be not collected by student within 30 days of applying then student will **have to re-apply** for the same.

The process of applying for certificate(s) is shown in attached Manual. Student has to first completely go through it and then initiate the process.

For any query related to online application, one can write at: [student\\_support@gtu.edu.in](mailto:student_support@gtu.edu.in).

Sd/-

I/C Registrar

CC to:-

- 1) PA/PS to Hon'ble VC
- 2) PA to Registrar
- 3) All section heads of the University
- 4) All the Institutes affiliated with the University for Information and necessary action

# Gujarat Technological University

## User Manual for Student Services Portal

1. Visit URL: [www.student.gtu.ac.in](http://www.student.gtu.ac.in) and enter your credential to sign in. If you do not have credential then first Create an account and then sign in.

https://www.student.gtu.ac.in/login.aspx

GUJARAT TECHNOLOGICAL UNIVERSITY

110440107009

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Captcha Code 2ee5

Forgot Password?

SIGN IN

Create an account

Note : Students who have already registered themselves for recheck/reassment can use the same username and password to login to this portal. [Query/Feedback](#)

2. A dashboard will open that shows student's personal and academic information. It has also links on left side to view student's results, grade history, recheck/reassessment history etc.

https://www.student.gtu.ac.in/Default.aspx

GUJARAT TECHNOLOGICAL UNIVERSITY

Query/Feedback Logout

110440107009

VYAS HEMANGI NALINBHAI

Home

Profile

My Results

Grade History

Recheck/Reassess History

Degree Verification

Marksheet Tracker

Certificate Tracking

Personal Info

Name :	VYAS HEMANGI NALINBHAI
Aadhaar No.:	
Date of Birth:	
Gender:	F
Category:	Open
Mobile No.:	
Email:	
Parent's Mobile No.:	
Parent's Email:	

Academic Info

Course:	BE
Branch:	07 - COMPUTER ENGINEERING
College:	044 - C. U. SHAH COLLEGE OF ENGINEERING & TECHNOLOGY, WADHWAN
Academic Status:	Completed
Last Appeared Exam:	-
CPI:	8.14
CGPA:	8.24
Final Sem:	8
Term End:	2015
Convocation Year:	2015

### 3. Click on Certificate Request available on left side of dashboard.

The screenshot shows a web browser window with the URL [https://www.student.gtu.ac.in/CertificatesRequest\\_bystu.aspx](https://www.student.gtu.ac.in/CertificatesRequest_bystu.aspx). The page header includes the Gujarat Technological University logo and name, along with 'Query/Feedback' and 'Logout' buttons. The user's ID '110440107009' and name 'VYAS HEMANGI NALINBHAI' are displayed in the top left. The main content area is titled 'Certificates Request' and contains a note: 'Note: Application is valid for 30 days. If the Certificate will not receive by student then student will have to re-apply for the same.' Below the note is a form with the following fields: 'Email' (text input), 'Type of Student' (dropdown menu with 'Passout' selected), 'Type of Certificate' (dropdown menu with 'Backlog' selected), 'No. of Copy' (text input with '1'), 'Total Amount' (text input with '50'), 'Submission Date' (text input with '20/12/2018'), 'Dispatch Date' (dropdown menu with '22/12/2018' selected), 'Certificate Received By' (radio buttons for 'Self' and 'Other'), and 'Message/Query' (text area). A 'Submit' button is located below the form. At the bottom of the form, it says 'Total Payable Amount : 150'.

### 4. Enter following information.

- Type of certificate: select the certificate from drop-down list
- No. of copy: Enter number of copies required (Note that for backlog certificate, number of copies is 1 so no need to enter)
- Dispatch date: Select receiving date from drop-down list. Student has to collect the certificate from GTU, Chandkheda on this selected date.
- Certificate received by: Select either *self* or *other*. In case of *other*, student has to enter the required details in Authority Letter and a person receiving the certificate(s) from GTU, Chandkheda has to bring this authority letter with him/her without which certificate(s) will be not issued.


Once you submit, the details you inserted will be available below on the page and student will receive a SMS about submission of request.

The Status will be shown as Pending and student can view sample of respective certificate under Sample Preview. Student can also delete any request under Action if he/she made an entry by mistake.

https://www.student.gtu.ac.in/CertificatesRequest\_bystu.aspx

**GUJARAT TECHNOLOGICAL UNIVERSITY** Query/Feedback Logout

100243119002

  
**PATEL AXAYKUMAR GIRISHBHAI**

- Home
- Profile
- My Results
- Grade History
- Recheck/Reassess History
- Degree Verification
- Marksheet Tracker
- Certificate Tracking

Submission Date : 21/12/2018  
 Dispatch Date : 24/12/2018  
 Certificate Received By :  Self  Other  
 Authority letter Sample  
 Message/Query :

Submit

Total Payable Amount : 200


Sr.No	Student Type	Certificate Type	Copy	Amount	Request Date	Status	Sample Preview	Generate Receipt	Action
1	Passout	Backlog	1	50	21/12/2018	Pending	<a href="#">View</a>		<a href="#">Delete</a>
2	Passout	Language	3	150	21/12/2018	Pending	<a href="#">View</a>		<a href="#">Delete</a>

Pay All

2018 - gtu.ac.in

5. When detail of each request is correct then student has to make online payment by clicking **Pay All** button. Payment can be made through Debit/Credit Card or Internet banking.

STATE BANK OF INDIA [IN] | https://www.sbiipay.com/secure/AggregatorHostedListener#no-back-button

**SBIePay**  **GUJARAT TECHNOLOGICAL UNIVERSITY**  
 "INTERNATIONAL INNOVATIVE UNIVERSITY"

**Payment Details**

Debit/Credit Card | Internet Banking

Please enter your card details

Card Number:  VISA MasterCard RuPay

Expiry Date/Valid Thru: Month  Year  CVV/CVC 4-DBC:

Name of the card holder:  Name as on card

Pay Now Cancel

**Order Summary**

Order No.: CRS6310

Merchant Name: Gujarat Technological University

Amount: 850.00

Processing fee:

GST:

Total:

6. Once the payment process is completed, student will be directed to main application and he/she has to print receipt for each certificate separately from **Generate Receipt**.

The screenshot shows the student portal interface for Gujarat Technological University. The user is logged in as Patel Axaykumar Girishbhai. The main content area displays a form for requesting a certificate. The form fields are as follows:

- Type of Student: Passout
- Type of Certificate: Backlog
- No. of Copy: 1
- Total Amount: 50
- Submission Date: 21/12/2018
- Dispatch Date: 24/12/2018
- Certificate Received By:  Self  Other
- Message/Query:

Below the form, there is a "Submit" button and a "Total Payable Amount : 50" label. A table below the form lists the certificate requests:

Sr.No	Student Type	Certificate Type	Copy	Amount	Request Date	Status	Sample Preview	Generate Receipt	Action
1	Passout	Backlog	1	50	21/12/2018	Pending	<a href="#">View</a>	<a href="#">Print</a>	

At the bottom of the form area, there is a "Pay All" button.

7. A receipt is generated containing information about certificate; payment made and required documents to be brought during collection. Sample receipt is given below.



Gujarat Technological University  
Ahmedabad



Online **Backlog** Certificate Request Receipt

Token Number:2112188-2B

Enrollment Number:	100243119002	Received By:	Self
Course Name:	BE		
Student Type:	Passout		
Certificate Type:	Backlog		
Student name:	PATEL AXAYKUMAR GIRISHBHAI		
Email-Id:	axaypate192@gmail.com		
Mobile Number:	9825114677		
Request Date:	21/12/2018 2:47:14PM		
Delivery Date:	24/12/2018		
No. of Copies:	1		
Amount:	50	Total Amount Paid:	50
Payment Date:	12/21/2018 2:55:34PM		
Transaction Id:	CRS6314		
Bank Reference No.:	IGAFABBNJ7		
GTU Reference No.:	3848442850904		

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Applicant Signature

**NOTE :** Documents required to bring with you while coming to collect the documents

- Student must bring auto generated online certificate request receipt.
- All the student must have to bring the photo identity proof of the student.
- Students have to collect the document in the allotted date between 11 am to 1.00 pm or 2.00 pm to 5.00 pm.

**8. Student has to come in GTU, Chandkheda on Delivery Date mentioned in receipt to collect the certificate(s). Note that he/she has to bring all supporting documents mentioned in receipt which collecting the certificate(s).**

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