



GUJARAT TECHNOLOGICAL UNIVERSITY

APPLICATION FOR OBTAINING ACADEMIC CERTIFICATES

Date: ___/___/___

STUDENT DETAILS

COURSE NAME:											
ENROLLMENT NO.(12 DIGIT):											
NAME OF APPLICANT (IN CAPITAL):											
CONTACT DETAILS:	(M).					(R).					
E-MAIL ID:											
ONLINE PAYMENT RECEIPT NUMBER (AFTER PAYMENT):							AMOUNT PAID:				

SR. NO.	APPLICATION FOR	DOCUMENT REQUIRED*	FEES IN RUPEES
(A)	Document Attestation / Verification ❖ Grade Sheet <input type="checkbox"/> ❖ Provisional Certificate <input type="checkbox"/> ❖ Degree Certificate <input type="checkbox"/> ❖ WES/GES/NCESS/IQAS/ICRSS/other forms <input type="checkbox"/> No. of Copies:-_____	Total No of Document:_____ <ul style="list-style-type: none"> • <u>Attach One Extra photo copy of all document for office use</u> 	[3] [4] [5] RS. 50/- Per Grade Sheet per photo copy RS. 100/- For Provisional Certificate per photo copy RS. 200/- For Degree Certificate per photo copy RS. 50/- per photo copy Total amount must be paid in the Category of "CERTIFICATE VERIFICATION"
(B)	Authentication of Original Degree Certificate <input type="checkbox"/> No. of Copies:-_____	[4] [5] [6]	RS. 200/-
(C)	❖ Teaching Scheme and Syllabus Endorsement <input type="checkbox"/> No. of Copies:-_____	[4] [7] <ul style="list-style-type: none"> • <u>Attach One photo copy of Student Grade History for office use</u> • <u>Submit the documents at Academic Section</u> 	RS. 200/- For Teaching Scheme and Syllabus (All Semester)
(D)	Duplicate Grade-Sheet <input type="checkbox"/> No. of Copies:-_____	Total No. of Grade Sheet:_____	[1] [2] [4] RS. 100/- Per Grade-Sheet

***For Duplicate Grade-Sheet only,**

Sr. No.	Semester	Regular/ Remedial	Month & Year of Exam	Sr. No.	Semester	Regular/ Remedial	Month & Year of Exam
1				4			
2				5			
3				6			

- Applicant must tick in given box for particular application and fill separate form for individual application.

Student has to apply at STUDENT PORTAL (<https://www.gtu.ac.in/>) for following certificates:

- Language
- Migration
- CGPA to Percentage
- Rank
- Backlog
- Transcript

Signature of Applicant
[Front side]

***List of document required as mentioned in above table**

- [1] Student Notaries Affidavit on 20 Rupees Stamp Paper.
- [2] Photo-copy or web-copy of Lost/Misplaced Grade-Sheets.
- [3] Photo-copy of document required to be attested (No. of copy should be equal to no. of photo-copy required for attestation and one extra copy for GTU office record).
- [4] Payment Receipt (2 Copy).
- [5] Original Documents / Certificate must require for attestation / verification.
- [6] Photo-copy of Degree Certificate.
- [7] Copies of syllabus of all semester for relevant courses.

Instructions for the Students:

If student want to send the transcript with Document verification then student must bring the seal pack of transcript for the verification process.

1. It is compulsory to pay fee online and for Online Fees Payment visit following link:

[URL:-https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm](https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm)

2. Payment Receipt need to be properly printed i.e. screenshots/half printed receipt will not be accepted.

3. Fees paid before 3 months from the date of application will not be accepted; also no refund of this amount will be given by university.

4. **Documents of SR. NO. (A to D) will not be posted to Student.** Student personally has to come to Gujarat Technological University, Chandkheda Campus to receive it. Student has to bring photo-copy of posted document while receiving the same.

5. If student is not available for receiving document (applied for) then student needs to provide following document along with receiving person.

(I) Authority Letter of Student (II) Receiving Person's Photo Id Proof

(III) Student Photo Id Proof (IV) Original application receipt given from Student Support Section

6. **Verification of Documents submitted to student support section before 12:00 noon, will be dispatched at 5:30 pm on same day.**

7. **Duplicate Grade-sheet requires minimum 2 months to get printed.**

8. Student can track applied duplicate grade-sheet at <http://students.gtu.ac.in/MarksheetRequestTrack.aspx>

9. In case of any of query regarding the application, Student Support Section will email to student on mentioned email id in Application form.

10. Student needs to verify document while receiving from university.

11. Application without above details/documents will not be processed. (i.e. "will not be taken into consideration")

12. Students will be informed to collect the endorsed Teaching scheme and syllabus within **7 working days** after submission of the documents.

* (All rights are reserved to GTU in case of change the dispatch timings.)

DECLARATION

I, hereby under sign, declare that, "I have read all the instructions and I am bound for the same. The entries made by me in the Application Form are complete and true to the best of my knowledge and based on records."

Signature of Applicant

FOR OFFICE USE ONLY	
APPLICATION RECEIVER'S NAME:	
FEE RECEIPT NO.:	

DOCUMENT RECEIVER'S NAME & SIGN. :- _____

CONTACT NO: - _____

[Back side]