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)	Authentication of Original Degree Certificate ☐		[1] [3]	RS. 200/-
(B)	❖ Teaching Scheme and Syllabus Endorsement ☐ No. of Copies:-_____	• Attach One photo copy of Student Grade History for office use • Submit the documents at Academic Section	[2] [3]	RS. 200/- For Teaching Scheme and Syllabus (All Semester)

Student has to apply at STUDENT PORTAL (https://www.student.gtu.ac.in/) for following certificates & documents will be delivered to student through Indian post only:

- Language
- CGPA to Percentage
- Backlog/Attempt/Trial
- Rank
- Migration
- Transcript
- Duplicate Gradesheet
- Duplicate Degree/Diploma Certificate
- Document/Attestation/Verification (Grade-Sheet, Provisional Certificate, Degree Certificate)

Signature of Applicant

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*List of document required as mentioned in above table
[1] Original Certificate must require for Authentication.
[2] Copies of syllabus of all semester for relevant courses.
[3] Payment Receipt (2 Copy).

Instructions for the Students:
1. It is compulsory to pay fee online and for Online Fees Payment visit following link:
URL:-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 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. In case of any of query regarding the application, Student Support Section will email to student on mentioned email id in Application form.
7. Application without above details/documents will not be processed. (i.e. "will not be taken into consideration")
8. 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: - _____

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