



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)	Transcript <input type="checkbox"/>	Pass Out Student <input type="checkbox"/>	[1] [7]
	No. Of Copies:-_____	Non Pass Out Student <input type="checkbox"/>	[1] [2] [7]
(B)	Migration Certificate <input type="checkbox"/>	Pass Out Student <input type="checkbox"/>	[1] [7]
		Non Pass Out Student <input type="checkbox"/>	[1] [3] [7]
(C)	Document Attestation / Verification ❖ Grade Card <input type="checkbox"/> ❖ Provisional Certificate <input type="checkbox"/> ❖ Degree Certificate <input type="checkbox"/> ❖ Detailed Teaching Scheme/ Syllabus <input type="checkbox"/> No. of Copies:-_____	Total No of Document:_____ • Attach One Extra photo copy of all document for office use	[6] [7] [8] RS. 50/- Per Grade Card RS. 100/- For Provisional Certificate RS. 200/- For Degree Certificate RS. 200/- For Detailed Teaching Scheme / Syllabus (All Semester)
(D)	Certificate <input type="checkbox"/> No. Of Copies:-_____	Rank Certificate <input type="checkbox"/>	[1] [6] [7]
		Language Certificate <input type="checkbox"/>	[10]
		Scheme Showing Conversion of Grade To Percentage <input type="checkbox"/>	
(E)	Authentication Of Original Degree Certificate <input type="checkbox"/>	[7] [8] [9]	RS. 200/-
(F)	Duplicate Grade Card <input type="checkbox"/> Total No Of Grade Card:_____	[4] [5] [7]	RS. 100/- Per Grade Card

*For Duplicate Grade Card 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.

(P.T.O.)

Signature of Applicant

***List of Documents require as mentioned in above table**

- [1]. Photo Copy of grade card of last examination attended by the student
- [2]. Original Bona-fide Certificate Or N.O.C Letter From Institute (If Course Not Completed)
- [3]. Admission Cancellation Letter (If Course Not Completed)
- [4]. Student Affidavit On 20 Rupees Stamp Paper
- [5]. Photo Copy Or Net Copy Of Lost/Misplaced Grade Cards
- [6]. Photo Copy Of Document Required To Be Attested (No. of copy should be equal to no. of photocopy required for attestation and one extra copy for GTU office record)
- [7]. Payment Receipt(2 Copy)
- [8]. Original Documents / Certificate
- [9]. Photo Copy Of Degree Certificate
- [10]. Written Copy From where Certificate Asked

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](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. **Documents SR. NO. (A to F) will not be posted to Student.** Student in personal 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.
- 4. 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
- 5. ***Application of Transcript, Migration Certificate, Verification of Documents, Language certificate, Rank Certificate & Scheme showing conversation of Grade to Percentage submitted to student support section before 12:00 pm, those will be dispatched at 5:30 pm on same day.**
- 6. ***Duplicate Marksheet required minimum 2 months to get printed.**
- 7. Student can track applied duplicate marksheet on <http://students.gtu.ac.in/MarksheetRequestTrack.aspx>
- 8. In case of any of queries regarding the application Student Support Section will email to mentioned email id in Application form.
- 9. Student need to verify document while receiving from university.
- 10. Application without above details/Documents will not be processed. (I.e. "will not be taken into consideration")

(*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: - _____