



GUJARAT TECHNOLOGICAL UNIVERSITY

INSTRUCTION FOR STUDENT

SR NO.	APPLICATION TYPE	LIST OF DOCUMENTS REQUIRED	FEES (ALL PAYMENT IN RUPEES)	INSTRUCTION
1	Transcript	<ul style="list-style-type: none">• Photo Copy of grade card of last examination attended by the student• Payment Receipt(2 Copy)• In case if student has not completed course then student need to submit Original bonafide Certificate Or N.O.C Letter issued by institute	Rs. 200/- For First Copy And Rs. 50/- For Each Extra Copy	After Min. 5working Days Transcript Will Be Issued To Student
2	Migration Certificate	<ul style="list-style-type: none">• Photo Copy of grade card of last examination attended by the student• Payment Receipt(2 Copy)• In case if student has not completed course then student need to submit photo copy of admission cancellation letter issued by university	Rs. 100/-	After Min. 5 Working Days Migration Will Be Issued To Student
3	Duplicate Grade-Card	<ul style="list-style-type: none">• Student Affidavit on 20 Rupees Stamp Paper• Photo Copy Or Net Copy Of Lost/Misplaced Grade-Card• Payment Receipt(2 Copy)	Rs. 100/- Per Grade-Card	
4	Attestation / Verification <ul style="list-style-type: none">• Grade Card• Provisional Certificate• Degree Certificate• Teaching Scheme• Detail Syllabus	<ul style="list-style-type: none">• Supporting Document For Requirement of Attestation/Verification• Photo Copy of Document Required To Be Attested (no. Of copy should be equal to no. Of photocopy required attestation and one extra copy for GTU office record)• Payment Receipt(2 Copy)	<ul style="list-style-type: none">• Rs. 50/- Per Grade-Card Per copy• Rs. 100/- Per Provisional Certificate copy• Rs. 200/- Per Degree Certificate copy• Rs. 100/- Per Detailed Teaching Scheme(All Semester) copy• Rs. 200/- Per Detailed Syllabus(All Semester) copy	After Min. 5 Working Days Document Will Be Issued To Student
5	Certificate <ul style="list-style-type: none">• Rank Certificate• Language Certificate• Scheme Showing Conversion Of Grade To Percentage• Other Certificate	<ul style="list-style-type: none">• Supporting Document For Requirement of certificate• Photo Copy of All Semester Grade Card• Payment Receipt(2 Copy)	Rs. 50/- per certificate copy	After Min. 5 Working Days Certificate Will Be Issued To Student
6	Authentication Of Original Degree Certificate	<ul style="list-style-type: none">• Original Degree Certificate• Photo Copy Of Degree Certificate• Payment Receipt(2 Copy)	Rs. 200/-	After Min. 5 Working Days Certificate Will Be Issued To Student
<ul style="list-style-type: none">• If student is not available for receiving document (applied for) then student needs to provide following document along with receiving person. (authority letter of the student , the receiving person's photo id proof ,student photo id proof& original application receipt)• For online fees payment for visit URL:-https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm• To apply for any of the above mention academic documents, student can find common Student Application Form on website and students are instructed to fill separate application for each kind of application.• Student can post their application to university Address as follow:Gujarat Technological University, Nr. Vishwakarma Govt. Eng. College Campus, Sabarmati-Koba Highway, Nr. Visat Three Road, Chandkheda, Ahmedabad-382424• Any Query, Contactphone:+91-079-23267515/625, Url: www.gtu.ac.in, Email: student_support@gtu.edu.in				