

APPLICATION FOR OFFICIAL TRANSCRIPTS

To,
The Registrar,
VNIT, Nagpur

Sir,

I may please be provided "**Official Transcripts**". The details of my academic resume at VNIT, Nagpur are as follows :

- 1) Name of the student (in Block Letters) Mr/Mrs./Ms. : _____

- 2) Branch in which studied / studying : _____
- 3) VNIT Enrollment No. _____ ID No. : _____
- 4) Year of admission to VNIT : _____
- 5) Year of completion of Graduation / Post Graduation from VNIT : _____
- 6) Contact No. & Email Address : _____
- 7) Number of sets required (one time maximum 5 sets) : _____
- 8) Transcripts last applied on **DD / MM / YY** : _____
- 9) Prepared by : **Rita S. Barapatre / Nitin N. Golait**

Date

Signature

For Office use

Please pay Rs. _____ in the Institute Account.

Dy. Registrar (Acad)
V. N. I. T., Nagpur

(please see instructions overleaf)

INSTRUCTIONS FOR OBTAINING OFFICIAL TRANSCRIPTS

The following documents shall be furnished along with the prescribed application (available on VNIT Website).

1. Xerox copies of Grade Card. (to be attested & verified by the Assistant Registrar (Exam))

or

Original copies of Mark-Sheets / Grades Cards from First to Final year / Semester – for verification. (Originals will be returned immediately after verification) to be shown to Dy. Registrar (Acad). (for the students graduated before 2008)

2. Fees chargeable (w.e.f. 16.08.2007)
 - (i) First four sets : Rs. 800/-
 - (ii) Every subsequent set : Rs. 100/- per set
3. The copy of receipt (original) of the fees paid in Institute Account (The Challan for payment of fees shall be obtained from Academic Section) to be submitted to concerned person in Academic Section along with prescribed application, duly affirmed.
 - (i) Procedure for payment through SBI-Collect:
 - a) Got to link: <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
 - b) Click Check Box to proceed for payment.
 - c) Select State of Corporate / Institution as “**Maharashtra**”
 - d) Select Type of Corporate / Institution as “**Educational Institute**” >> **GO**
 - e) Select Educational Institutions Name as “**Visvesvaraya National Institute of Technology**” >> Submit
 - f) Select Payment Category as follow: For **Transcript Fees**
 - (ii) Cash Payment at Account Section
4. The student is eligible for payment of additional set at the rate of Rs. 100/- per set for a period of 12 months (from the date of issue of last transcript) only.
5. Transcripts will be issued within 15 working days from the date of submission.
6. Transcripts should be verified personally by the individual student or authorized person to ensure its correctness.