

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 Letter): Mr./Mrs./Ms. _____

- 2) Branch in which studied / studying: _____
- 3) University / 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: **Chitralkha C. Alexander / Nitin N. Golait**

Date

Signature

For Office Use

Please pay ₹ _____ 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 (to be attested & verified by the Assistant Registrar (Exam.)) of Mark Sheets / Grade Cards from First to Final Year / Semester.

or

Original copies of Mark-Sheets / Grade Cards from First to Final Year / Semester – for verification (Originals will be returned immediately after verification) to be shown to Dy. Registrar (Acad).

2. The receipt (in original) of the fees paid in Institute Account (The Challan for payment of fees shall be obtained from Accounts Section) to be submitted to concerned person in Academic Section along with prescribed application, duly affirmed.

3. Fees chargeable (w.e.f. 16.08.2007)

- i) First four sets: ₹ 800/-
- ii) Every subsequent set: ₹ 100/- per set

4. The student is eligible for payment of additional set at the rate of ₹ 100/- per set for period of 12 months (from the date of issue of first transcript) only.
5. Transcripts will be issued within 15 days from the date of submission.
6. Transcripts should be verified personally by the individual student or authorized person to ensure its correctness.