

Standard Operating Procedures for Student Support Section Services along with required fees and documents:

Sr. No	Student Section Services	Fees (Rs)	Application Mode & Link	Documents required to upload	Time Limit *	
1	Transcript certificate		Through student portal www.student.gtu.ac.in	[1] and [2]	1 working day*	
	1.1 Hard copy and Soft Copy	First copy Rs.200/- per copy and Rs.50/- for each extra copy				
	1.2 Only Hard Copy	Rs.200/- single copy only				
	1.3 Only Soft Copy	Rs.200/- single copy only				
2	Migration Certificate	Rs. 100/-				
3	Document Verification					1 working day*
	3.1 Grade-sheets	Rs.50/- Per Grade-sheet			[1] and [8]	
	3.2 Provisional certificate	Rs.100/- Per copy			[1] and [3]	
	3.3 Degree Certificate	Rs.200/- Per copy			[1] and [2]	
4	WES (World Education Services) form, GS-Transcript Evaluation form, NCEES/ IQAS/ ICAS/ other Credential Evaluation Form.	Rs.50/- Per copy			[2] and [11]	1 working day*
5	Language, Rank, CGPA/CPI to Percentage & Attempt Certificate	Rs.50/- Per copy			[1] and [2]	1 working day*
6	Authentication of Original Degree/Diploma certificates	Rs.200/-	Offline through Application Form	[1] and [10]	3-5 working days*	
7	Duplicate Grade-Sheet	Rs.100/- per Grade-sheet	Through student portal www.student.gtu.ac.in	[1] [7] [9]	1 months*	
8	Duplicate Degree/Diploma Certificate	Rs. 500/- for Degree, 300/- for Diploma, 1000/- for Ph.D. certificates.		[1] [2] [9]	1 months*	
9	Convocation Degree/Diploma certificate	Rs. 500/- for Degree, 300/- for Diploma and 1000/- for Ph.D. certificates.		Online Convocation form		Organized twice in year (Undefined)
10	To send docs email from GTU	Rs.100/-			[1] and [12]	1 working day*
11	GTU Student Academic Document Verification through e-mail and Hard copy from company/Institution.	Rs.50/- Per Grade-sheet, Rs.100/- for Provisional and Degree Certificate and Rs.100/- for Transcript certificate.	As per the circular in the Website		3 - 5 working days*	

List of Required Documents as mentioned in above table:

[1]	ID proof of the student.	[2]	Scan copy of the Original Degree/Diploma Certificate.
[3]**	Scan Copy of the Provisional certificate.	[4]**	Scan/Web Copy of the Grade-Sheet of the last examination attended by the student.
[5]	Original Bona-fide Certificate or N.O.C Letter from Institute (If Course Not Completed) .	[6]	Enrolment Cancellation Letter from the University (If Course is Not Completed) .
[7]	Scan/Web Copy of the Grade Sheet.	[8]	Scan Copy of Document Required to Be Attested (No. of copy should be equal to no. of photocopy required for attestation).
[9]	Student Notarise Affidavit on 50 Rupees Stamp Paper.		
[10]	Original Degree/Diploma certificate.	[11]	WES/ GS / NCEES/ IQAS/ ICAS other credential form.
[12]	Scan copy of GTU documents in a single pdf format.		

2. Payment mode: Payment service is available on student portal.

3. Student have to request above mentioned certificate through student portal by only Post service. **Postal Charges Rs 50/.** (Per Certificate & Post facility is available within India only).

4. Hard copy of the requested documents will be sent through the Indian post process to the address mentioned by the student. **Students are not required to come in person at GTU.**

5. If student is not available then the representative of student needs to provide following documents for collecting documents (If applicable).

(I) Authority Letter of Student **(II)** Photo Id Proof of representative of student **(III)** Student Photo Id Proof **(IV)** Original fee receipt.

Note:

1. **Provisional certificate is valid till the convocation to be held at the University. If provisional certificate is not provided from the college or University then only you can follow the point No. [4].**

2. *All the section services are processed within 1-2 working days after submission of application with required documents.

3. Errors in the certificate should be brought to the notice within the 7 days of receiving the requested documents by post and after that, no any query will be entertained.

4. The payment(s) for any requested document(s) is non-refundable.

5. No cash will be accepted for any services.

7. The time limit may change based on circumstances and all rights are reserved with the university.