VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for Issue of Documents to UG and PG Students

Common application format for sending application by email as per Notification VTU/BGM/Reg(E)/PS/2019-2020/01 dated 05-05-2020

Submit separate application form and payment ID for each different destination address

APPLICANT CONTACT INFORMATION (Fill electronically or write in a legible handwriting, ALL CAPS where possible)   Date: __ __ – __ __ – __ __ __ __

Name: _____   Address: _____

Email: _____   _____

Mobile: _____   _____   **Signature**: _____

Name as on Grade/Marks Card: _____   USN: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Status of College when enrolled: ☐ Non-autonomous/☐ Autonomous; ☐ CBCS/☐ Non CBCS   Old USN (if applcable): ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Document	Fee
Official Transcripts (Number of Transcripts = _____)	☐ ₹ _____ ₹ 500 + ₹ 300 × (Number of Transcripts – 1)
Transcripts and Documents to sent To WES/NCEES/IQAS/. University abroad or other similar institutions **(Note:** WES/NCEES/IQAS/University applicants must attach the Academic Records Request Form and documents to be attested)	☐ ₹ 500 for Transcript .... **Required for WES** ☐ ₹ 300 Degree Certificate/Provisional Degree Certificate .... **Attach copy** ☐ ₹ 300 (1 to 9 Marks/Grade cards) .... **Attach copy** ☐ ₹ 600 (10 or more Marks/Grade cards) .... **Attach copy**
Medium of Instruction	☐ ₹ 250
Provisional Degree Certificate–**If Degree completed in Jan 2020**	☐ ₹ 400
Semesterwise Consolidated Marks Card–**Non CBCS students only**	☐ No. of Semesters ____ × ₹ 500 per Semester = ₹ _____ (Enclose All Marks Card)
All semester single Consolidated Statement of Marks–**Non CBCS students only** ☐ ₹ 1000 (Enclose 8th Sem Marks Card)	

FEE DETAILS   Total ₹ _____

☐ Postage (**For addresses outside India**)   ₹ 1,500   **Grand Total:** ₹ _____
   OR

☐ Processing fee (**WES/NCEES/IQAS/Universities etc.**)   ₹ 1,500   Fee Payment ID ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Pay fee by SBI Collect on **https://vtu.ac.in/en/online-fee-payment**. Choose **"Category F – Fees to be paid by student Examination"**

RECIPIENT OF DOCUMENTS and MODE OF DISPATCH

Send documents to   **Send by post/courier**   **Send Softcopy by email to the below email address**

☐ Applicant   ☐   ☐ _____

☐ WES/NCEES/IQAS/University or _____   ☐   ☐ _____

PDC APPLICANTS ONLY   **Undertaking:** I have not applied for revaluation of any course/subject of the current exam.   **Signature:**

☐ **UG Non CBCS** First attempt total marks of last four semesters (excluding CIP and CIV)

UG Programs	5th Sem	6th Sem	7th Sem	8th Sem	9th Sem	10th Sem	Total	☐ UG CBCS CGPA	Non CBCS and CBCS Class
B.E./B.Tech./B.Arch									
PG Programs	**1st Sem**	**2nd Sem**	**3rd Sem**	**4th Sem**	**5th Sem**	**6th Sem**	**Total**	☐ **PG CGPA**	**Class**
MBA/MCA/M.Tech.									

CONSOLIDATED MARKS CARD APPLICANTS ONLY (Non CBCS Students only)   BE/B.Tech. Semesters 1 to 7, B.Arch. 1 to 9

Semester	1	2	3	4	5	6	7	8	9
First Attempt Marks									
Max. Marks (Out of)									
Final Result									

CONSOLIDATED STATEMENT OF MARKS APPLICANTS ONLY (Non CBCS Students only)   BE/B.Tech. Semesters 1 to 8, B.Arch. Semesters 1 to 10

| Semester | Non CBCS | | | | | | | | | | CBCS |
	1	2	3	4	5	6	7	8	9	10	CGPA
First Attempt Total											

FOR OFFICE USE ONLY

Case Workers: 1) _____ 2) _____ 3) _____   Special Officer: _____   Registrar (Eval): _____

To be filled in by applicant: ☐ Send by post/courier (Give postal address below)   ☐ Send by email (Give email address below)

POSTAL ADDRESS TO WHICH DOCUMENTS ARE TO BE SENT (This portion will be cut and pasted on envelope. Verify for accuracy)

Name		WES/NCEES/IQAS/University Ref: Attach WES Academic Record Request Form or similar document
Address		
	PIN/ZIP	Email of Recipient: Give email for institutions/organizations other than WES. Documents are sent to WES electronically.