

Frequently Asked Questions by Students about Documents Issued by VTU

The following documents are issued by VTU to students of Autonomous Colleges:

Documents Issued by Registrar (Evaluation)	Documents Issued by Registrar
<ol style="list-style-type: none"> 1. Degree Certificate 2. Duplicate Degree Certificate 	<ol style="list-style-type: none"> 1. Migration Certificate

The following documents are issued by VTU to students of non-Autonomous Colleges:

Documents Issued by Registrar (Evaluation)	Documents Issued by Registrar
<ol style="list-style-type: none"> 1. Grade Cards (CBCS) / Marks Cards (Non CBCS) 2. Degree Certificate 3. Provisional Degree Certificate 4. Consolidated Statement of Grades/Marks 5. Official Transcript 6. Extract of Grades/Marks 7. Duplicate Grade Cards (CBCS)/Marks Cards (Non CBCS) 8. Duplicate Degree Certificate 9. Duplicate Provisional Degree Certificate 10. Duplicate Consolidated Statement of Grades (CBCS)/Marks (Non CBCS) 	<ol style="list-style-type: none"> 1. Migration Certificate

How to apply for documents

<ol style="list-style-type: none"> 1. Download Application Form: Applications can be obtained from: http://vtu.ac.in/online-fee-payment/ 2. Fees: Fees are indicated in the application forms. 3. Mode of payment: Fees must be paid online using the SBI Collect link at the top of the above mentioned. Select Category “F - Fees to be paid by student - Examination” 4. Submission of application: Applications can be submitted in one of the following ways: <ol style="list-style-type: none"> a. Personally by hand at VTU Belagavi b. Personally by hand at VTU Regional Centre, Bengaluru c. By post/courier 5. Additional postage fee for addresses abroad: If documents are to be sent by post/courier to an address outside India, an additional postage fee of Rs. 1,500 must be added to the fee indicated in the application form, separately for each application. <p>Postal Address Registrar (Evaluation) Examination Section Visvesvaraya Technological University Jnana Sangama BELAGAVI 590018</p>	<ol style="list-style-type: none"> 1. Download Application Form: Applications can be obtained from: http://vtu.ac.in/online-fee-payment/ 2. Fees: Fees are indicated in the application forms. 3. Mode of payment: Fees must be paid online using the SBI Collect link at the top of the above mentioned. Select Category “F - Fees to be paid by student - Examination” 4. Submission of application: Applications can be submitted in one of the following ways: <ol style="list-style-type: none"> a. Personally by hand at VTU Belagavi b. Personally by hand at VTU Regional Centre, Bengaluru c. By post/courier 5. Additional postage fee for addresses abroad: If documents are to be sent by post/courier to an address outside India, an additional postage fee of Rs. 1,500 must be added to the fee indicated in the application form, separately for each application. <p>Postal Address Registrar Academic Section Visvesvaraya Technological University Jnana Sangama BELAGAVI 590018</p>
--	--

Frequently Asked Questions about VTU Issued Documents by Students of VTU Affiliated Non-Autonomous Colleges

1.	Grade Card (CBCS)/Marks Card (Non CBCS) <ol style="list-style-type: none">1. Grade cards of VTU autonomous colleges are issued by their respective college and not by VTU2. Grade card/Marks card is issued after the announcement of results, including revaluation results is complete.3. Grade card/Marks card is sent to the student through the college and not directly to the student4. Certificate has a unique number and several security features. Grade card/Marks card is issued only once. In case of loss, only a duplicate Grade Card/Marks Card is issued5. The original or its photocopy can be attested by VTU in case of non-autonomous colleges. In case of autonomous colleges, Grade Cards can be attested only if there is a request letter from Principal and is presented along with the originals and data matches with the data sent by college to VTU.
2.	Degree Certificate <ol style="list-style-type: none">1. Degree certificates are issued to students of both non-autonomous and autonomous colleges by VTU. However, Degree certificates of students of autonomous colleges will include the name of the college.2. Degree certificate is issued only after the Convocation. Convocation is usually held in the month of January each year, but the actual month and date may vary. Students can contact VTU Examination Section to verify the actual date.3. Degree certificate has a unique number and several security features. It is issued only once. In case of loss, only a duplicate Grade Card/Marks Card is issued.4. Degree certificate is sent to the student directly by post to an address specified on the Convocation Application form. It can be handed to student in special cases.5. Sometimes, due to incorrect address or other reasons, Degree certificates are returned to VTU as undelivered. Students can contact VTU Exam Section to verify in case they do not receive their degree certificate within 30-45 days of convocation.6. Original or photocopy of the Degree certificate can be verified by VTU upon written request and payment of prescribed fees by employers/embassies/ Government agencies/Institutions of higher education in India and abroad.7. Photocopies of Degree certificate can be attested by VTU upon written request by the student on payment of prescribed fees.
3.	Provisional Degree Certificate (PDC) <ol style="list-style-type: none">1. Provisional degree certificate (PDC) is issued by VTU only to students of non-autonomous colleges. Students of autonomous colleges are issued PDC by their respective colleges.2. PDC is issued only if the student has fulfilled all requirements for the award of degree as per relevant Regulations applicable to the specific academic program.3. PDC is issued after completion of announcement of results. However, if PDC is required before completion of announcement of revaluation results, student must state in an undertaking that he/she will not apply for revaluation.4. PDC has a validity only up to the issue of the Degree certificate. Hence PDC will not be issued to students whose Degree certificate has been issued.5. PDC has a unique number and several security features similar to Grade card/Marks card/Degree certificate. It is issued only once. In case of loss, only a duplicate PDC will be issued.6. PDC issued by VTU can be verified by VTU upon written request and payment of prescribed fees by employers/embassies/ Government agencies/Institutions of higher education in India and abroad.

4.	<p>Consolidated Statement of Grades (CBCS)/Marks (Non CBCS)</p> <ol style="list-style-type: none"> 1. Consolidated Statement of Grades (CBCS)/Marks (Non CBCS) is issued on completion of all requirements for the award of degree. It is issued after announcement of results. 2. CSG/CSM is issued only if the student has fulfilled all requirements for the award of degree as per relevant Regulations applicable to the specific academic program. 3. CSG/CSM is issued after completion of announcement of results. However, if PDC is required before completion of announcement of revaluation results, student must state in an undertaking that he/she will not apply for revaluation. 4. CSG/CSM has a unique number and several security features. It will be issued only once. In case of loss, only a duplicate CSG/CSM can be issued.
5.	<p>Consolidate Marks Card (Non CBCS only)</p> <ol style="list-style-type: none"> 1. Consolidated marks card of a specific semester is the single marks card of that semester listing the marks scored by the student in the latest appearance of each subject. This applies to students who pass a subject in multiple attempts and wish to have a single marks card for that semester. It does not apply to CBCS students. 2. It is issued only when a student passes all subjects of the specific semester for which the Consolidated marks card (CMC) is required. 3. It is issued upon written request and payment of prescribed fees. 4. CMC has a unique number and several security features. It will be issued only once. In case of loss, only a duplicate CMC can be issued.
6.	<p>Official Transcript</p> <ol style="list-style-type: none"> 1. Official Transcript (or Transcript) is issued by VTU only to students of non-autonomous colleges. Transcripts of autonomous colleges are issued by their respective colleges. 2. Transcript is issued at any stage during the course of the academic program. However, it will contain only those grades/marks up to the most recent semester in which the student has passed all courses/subjects. 3. Transcripts are issued only upon written request by the student on payment of prescribed fees. 4. A student can obtain any number of Transcripts. Upon written request, Transcripts can be sent in a signed sealed envelope to an organization whose address is specified by the student. If the address is outside India, a prescribed additional postage fee may be required to be paid. 5. Transcripts do not have security features that are provided on Grade cards/Marks cards/Degree certificates but have a unique number and the signature of Registrar (Evaluation) and seal of University. They are usually sent directly from VTU to the receiving organization.
7.	<p>Extract of Grades (CBCS)/Marks (Non CBCS)</p> <ol style="list-style-type: none"> 1. Extract of Grades (CBCS)/Marks (Non CBCS) is issued for a specific examination, and only upon a written request by student

Issue of Duplicate Documents

The following documents will be issued only once. In case of loss, only their duplicates will be issued. A duplicate has the same validity as the original. The only difference is that it has stamp indicating it as "Duplicate". This is essential to ensure that lost documents are not misused. Whenever a lost original in place of which a duplicate has been issued is received for verification, it is marked as "Not Genuine" and returned to the employer/agency who sent it for verification. Only the duplicate document issued by VTU is treated as Genuine.

List of documents whose duplicates are issued after completion of prescribed procedure is as follows:

1. Grade Cards (CBCS)/Marks Cards (Non CBCS)
2. Degree certificate
3. Provisional Degree Certificate
4. Consolidated Statement of Grades

5. Consolidated Marks Cards (Non CBCS only)

Procedure for Issue of Duplicate Documents

1. FIR

Verification of Genuineness of VTU Issued Documents

1. Verification of genuineness of a document issued by VTU can be done upon written request and on payment of prescribed fees.
2. Requests for genuineness of document are accepted only from employers, Government departments, agencies authorized by employers, embassies, immigration authorities or other such agencies and not directly from students. The letter indicating genuineness or otherwise will only be sent to the agency from whom request is received and to no one else. Such a letter is sent directly by VTU through post/courier.
3. Any original or duplicate document issued by VTU or its photocopy can be verified for genuineness by VTU.
4. Documents issued by Autonomous colleges cannot be verified for genuineness by VTU and must be verified only by the college issuing the document.

Attestation of Documents Issued by VTU

1. Attestation of documents is done upon written request by student on payment of prescribed fees. They can either be handed over to the student or to a person authorized by the student) or sent by post to an address specified in the application form. Additional postage fee may apply if the address is outside India.
2. Attested documents can be handed directly to student (or a to a person authorized by the student) or sent by post to an address specified in the application form. Additional postage fee may apply if the address is outside India.
3. Any original or duplicate document issued by VTU can be attested by VTU.
4. Documents issued by Autonomous colleges cannot normally be attested by VTU unless the academic records of the student have been sent to VTU, the student produces all original documents and is forwarded through the Principal of the autonomous college.

Sending Attested Documents to Universities/Institutions Abroad

1. Several organizations, such as Universities abroad, immigration authorities, agencies such as WES require that Transcripts and sometimes attested documents (such as Degree Certificate or Provisional degree Certificate) be sent to them in sealed envelopes directly from VTU.
2. Such a request can be received either directly from the student or from the organization where the student has applied for admission/employment/immigration.
3. Request can be serviced only if the prescribed fees are paid to VTU, either by the student or the organization making the request. Requests not accompanied by proof of having paid the fees cannot be serviced.
4. Such requests usually require that a unique Reference Number issued by the organization where the student has applied for admission be mentioned on the top of the envelope and a signature by Registrar (Evaluation) on a form issued by the same organization and that the sealed envelope be signed by the Registrar (Evaluation). Such a form, if any, must be attached along with all applications of this type.

	Document	Application Format
1.	Grade Card (CBCS)/Marks Card (Non CBCS) are sent to students only through the college and are not issued at Examination Section	1. Issue of duplicate grade card/marks card <dmc.pdf> 2. Name correction <ncmc.pdf>
2.	Degree Certificate	1. Convocation application form (dc.pdf) 2. Duplicate degree certificate <ddc.pdf> 3. Name correction <ncdc.pdf>
3.	Provisional Degree Certificate	1. Issue of PDC – UG <pdug.pdf> 2. Issue of Duplicate PDC – UG <dpdug.pdf> 3. Issue of PDC – PG <pdpg.pdf> 4. Issue of Duplicate PDC – PG <dpdpg.pdf>
4.	Consolidated Statement of Marks (Non CBCS)	1. Issue of CSM <csm.pdf> 2. Issue of Duplicate CSM <dcsm.pdf>
5.	Consolidated Marks Card (Non CBCS only)	1. Issue of Consolidated Marks Card <cmc.pdf> 2. Issue of Duplicate Consolidated Marks Card <cdmc.pdf>
6.	Official Transcript	Issue of Official Transcript <ot.pdf>
7.	Extract of Marks Card	Issue of Extract of Grade Card/Marks Card <emc.pdf>
8.	Attestation of Documents issued by VTU	Application <amc.pdf>
9.	Verification of Genuineness of Documents issued by VTU	Application by employer/organization on official letterhead
10.	Verification of benefit of gracing rules	Handwritten application by student
11.	Issue of Certificate of Medium of Instruction	Application