



GUJARAT TECHNOLOGICAL UNIVERSITY

APPLICATION FOR OBTAINING ACADEMIC CERTIFICATES

Date:- ___/___/___

STUDENT DETAILS

COURSE NAME:											
ENROLLMENT NO.(12 DIGIT):											
NAME OF APPLICANT (IN CAPITAL):											
PERMANENT ADDRESS:											
CONTACT DETAILS:	(M).					(R).					
E-MAIL ID:											
COLLEGE CODE :						BRANCH CODE:					
ONLINE PAYMENT RECEIPT NUMBER (AFTER PAYMENT):						AMOUNT PAID:					

SR No.	APPLICATION FOR		DOCUMENT REQUIRED*	FEE IN RUPEES
1.	Transcript <input type="checkbox"/>	Pass Out Student <input type="checkbox"/>	[1] [7]	First Copy Fees= RS. 200/- And RS. 50/- For Each Extra Copy
	No. Of Copies:- _____	Non Pass Out Student <input type="checkbox"/>	[1] [2] [7]	
2.	Migration Certificate <input type="checkbox"/>	Pass Out Student <input type="checkbox"/>	[1] [7]	RS. 100/-
		Non Pass Out Student <input type="checkbox"/>	[1] [3] [7]	
3.	Duplicate Grade Card <input type="checkbox"/>	Total No Of Grade Card: _____	[4] [5] [7]	RS. 100/- Per Grade Card
4.	Document Attestation / Verification ❖ Grade Card <input type="checkbox"/> ❖ Provisional Certificate <input type="checkbox"/> ❖ Degree Certificate <input type="checkbox"/> ❖ Detailed Teaching Scheme <input type="checkbox"/> ❖ Detailed Syllabus <input type="checkbox"/>	Total No Of Document: _____	[6] [7]	RS. 50/- Per Grade Card RS. 100/- For Provisional Certificate RS. 200/- For Degree Certificate RS. 100/- For Detailed Teaching Scheme(All Semester) RS. 200/- For Detailed Syllabus(All Semester)
5.	Certificate <input type="checkbox"/> No. Of Copies:- _____	Rank Certificate <input type="checkbox"/>	[1] [6] [7]	RS. 50/- For Each Certificate
		Language Certificate <input type="checkbox"/>		
		Scheme Showing Conversion Of Grade To Percentage <input type="checkbox"/>		
		Other, Please specify:		
6.	Authentication Of Original Degree Certificate <input type="checkbox"/>		[7] [8] [9]	RS. 200/-

Applicant must tick in given box for particular application and fill separate form for individual application.

Signature of Applicant

***List of Documents require as mentioned in above table**

1. Photo Copy of grade card of last examination attended by the student
2. Original Bona-fide Certificate Or N.O.C Letter From Institute(If Course Not Completed)
3. Admission Cancellation Letter(If Course Not Completed)
4. Student Affidavit On 20 Rupees Stamp Paper
5. Photo Copy Or Net Copy Of Lost/Misplaced Grade Cards
6. Photo Copy Of Document Required To Be Attested (No. of copy should be equal to no. of photocopy required for attestation and one extra copy for GTU office record)
7. Payment Receipt(2 Copy)
8. Original Degree Certificate
9. Photo Copy Of Degree Certificate

Instructions for the Students:

1. If student is not available for receiving document (applied for) then student needs to provide following document along with receiving person.
 - Authority Letter Of Student
 - Receiving Person's Photo Id Proof
 - Student Photo Id Proof
 - Original application receipt
2. Payment Receipt need to be properly printed i.e. screenshots/half printed receipt will not be accepted
3. All Certificates / Documents (Other than duplicate grade card) will be issued to applicant minimum after 5 Working Days.
4. It is compulsory to pay fee online and for Online Fees Payment visit following link:
[URL:-https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm](https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm)
5. Student need to verify document while receiving from university
6. Application without above details/Documents will not be processed. (I.e. not taken into consideration)

DECLARATION

I, hereby under sign, declare that, I have read all the instructions and the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.

Signature of Applicant

FOR OFFICE USE ONLY	
APPLICATION RECEIVER'S NAME:	
FEE RECEIPT NO.:	

DOCUMENT RECEIVER'S NAME & SIGN. : - _____

CONTACT NO: - _____