

## Procedure for procuring Transcript

1. Fill up the online **e-Transcript** form. (**Go to Action Link**)
2. Mandatory items are marked with an asterisk (\*).
3. Enter your registration number allotted by Guru Nanak Dev University.
4. Enter your email and mobile number which will be used for the correspondence.
5. Enter your name, father name and mother name.
6. Upload your Degrees/DMCs as a single **PDF** document. (**Scan from Originals only will be accepted** also to Scan and upload **Degree and Detail Marks card in Portrait format . Any other form (e.g. WES Form with reference number) which must be filled, signed and must included in pdf.**)

**# While submitting PDF containing certificates, please see that all the documents/certificates are readable and 100% printable in A4 size.**

**\*Those candidates who have detail marks cards in Punjabi language must obtain duplicate (English language) from office before submitting to WES or any other documents verifying agency to avoid the rejection of documents.**

**(After Verification Sealed Envelope will not be sent at Home Address.)  
(Sealed Envelope will be sent through Speed Post only).  
Postal Charges for Abroad Rs.1500/- and for Domestic R.200/-.**

7. Upload **forwarding letter** (**PDF** format) from Centre/State Government, Private Companies applying for transcript/verification without forwarding letter application will not be entertained.
8. Upload any other document (**PDF** format) required for transcript verification.
9. After completion of the form, the details of the fee along with the Payment Options i.e. **PAY ONLINE** shall be available on the screen.
10. **Online Fee Payment Mode is through (Debit Card / Credit Card / Net Banking)**

The students, who are willing to pay their fees through **Debit Card / Credit Card / Net Banking** should select the option **PAY ONLINE**. The student will be taken to the **BILLDESK** Payment Gateway. After this, the student will receive an OTP (One Time Password) on his/her mobile number already registered in the bank account number from where he/she is interested to pay the application fee through online option. The student shall enter the OTP and further transaction will happen through **BILLDESK** gateway automatically. If the online payment transaction is successful, the student will be prompted to take printout of the payment receipt. The receipt will be having information regarding a unique Ref.No. /(Deposit ID), Transaction Id, Amount etc. The details of Transaction charges using different Payment Options are available on the Page.

### **Fees for Transcript/Verification:**

1. (a) If Transcript required for Higher Education, then Address of the University/ College must be provided.  
(b) If Transcript/Verification required for P.R. purpose, then address of Foreign/Indian Agency/Consultant must be provided. Then the fee will applicable:
  - i) Rs.1200/- per document, maximum Rs.3500/-
  - ii) Subsequent fee for each additional set: Rs. 1200/- per set"

2. Verification of academic qualification etc. of a person applying within India (Indian Agency/Consultant):
  - i) Rs. 800/- per certificate maximum Rs. 2500/-
  - ii) Subsequent fee for each additional set: Rs. 800/- per set"
- i) For Address of Indian Agency/Consultant/ different Government-Non Government Agencies/Universities/Institutions/ Companies/Security Agencies/ Consulates/Embassies is mandatory Fee will be charged
  - i) Rs.800/- per document, maximum Rs.2500/-
  - ii) Subsequent fee for each additional set Rs. 800/- per set"

For any further inquiry you can email at [certificatesgndu@gmail.com](mailto:certificatesgndu@gmail.com) or call up at 0183-2258802-09, Extension: 3031, 3032