Procedure for procuring Transcript/Verification

Fill up the online **e-Transcript/Verification** form. (Click on **Apply New Transcript**).

Five Simple Steps for Applying Transcripts

1. Profile Detail (Registration number, mobile, email. Etc.).
2. Academic Detail (Graduation, Post-graduation, Ph.D, Diploma, etc.)
3. Address Detail (Postal Address Where you want to send the documents)
4. Uploading Documents (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**).
5. Fee Payment (Fee Non Refundable, detail mentioned below).

 # 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 https://collegeadmissions.gndu.ac.in/loginNew.aspx 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). Transcript/Verification will be dispatch within 15-20 working days.

- Upload forwarding letter (PDF format) from Centre/State Government, Private Companies applying for transcript/verification without forwarding letter application will not be entertained. (Only for if your verification is being for Govt./Private sectors for as a new recruitment/Promotion/Retirement.)
- 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.
- 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 **CCAvenue** 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 **CCAvenue** 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) ₹1200/- per document, maximum ₹3500/- + (Postal Charges ₹1500/-) +(18% GST)
      ii) Subsequent fee for each additional set: ₹1200/- per set + (Postal Charges ₹1500/-)+ (18% GST)

2. 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) ₹800/- per document, maximum ₹2500/- + (Postal Charges ₹200/-) + (18% GST)

    ii) Subsequent fee for each additional set ₹800/- per set + (Postal Charges ₹200/-) + (18% GST)

Guideline for obtaining Medium of Instruction (MOI) Certificate

For getting Medium of Instruction (MOI) Certificate, the candidates must first obtain medium of instruction certificate from the concerned College/University department/any campus where from the candidate studied and passed the degree/course, duly countersigned by Principal/HOD, and submit the same to certificate section. In case of private student he/she would be provide the Affidavit to be attested by an Executive Magistrate, and submit the same to certificate section.

Certificate Section will countersign the MOI certificate issued by the College/University Deptt./any campus. Fee for MOI Certificate is **₹708/- (**18% GST included**)** to be deposited at University cash counter.