

## **PROCEDURE FOR OBTAINING TRANSCRIPTS**

### **(Required for higher studies in Foreign Universities)**

1. Candidates must apply for transcripts in the prescribed Application form available on our college website.
2. The candidate should submit the duly filled application form along with requisite fees paid receipt in person or through mail to Controller of Examinations ([examcellgst@sies.edu.in](mailto:examcellgst@sies.edu.in)) or through an authorized representative (with an authorization letter and a photocopy of the government-issued ID of the authorized person) to the Examination Cell. If the candidate is unable to collect the transcripts personally, the authorized representative must submit an authorization letter and a photocopy of their government-issued ID to the Examination Cell.
3. Candidate must download the respective transcript format as per their syllabus scheme/ mark sheet and mail back the filled softcopy along with the paid fees receipt/ transaction details to the examination Cell. Do not change the format of the transcripts.

### **Documents required for transcripts.**

- Candidates must submit the application form, along with photocopies of all grade sheets/mark sheets for verification.
- The Candidates will be issued the required number of Transcripts with marks/grades of all the completed semesters printed on a single sheet duly signed by the Controller of Examinations/ Principal.
- One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations.
- The fee for issue of Transcripts is Rs. 1000/- (Rupees One Thousand only) per three sets has to be paid either in the form of cash at college office or online to the college account. For every additional set of transcripts, candidate will pay for Rs. 80/- per copy for direct diploma students and Rs. 100/- per copy for regular students.
- **For online payment bank details are as follows**

|                     |                                    |
|---------------------|------------------------------------|
| <b>BANK NAME</b>    | Indian Bank                        |
| <b>ACCOUNT NAME</b> | SIES Graduate School of Technology |
| <b>BRANCH</b>       | Nerul, Navi Mumbai                 |
| <b>ACCOUNT NO</b>   | 842645022                          |
| <b>IFSC CODE</b>    | IDIB000N110                        |

4. If the candidate requires transcripts to be mailed directly to the institute where they have applied for higher education, then they must mail the scanned copies of issued transcripts to Controller of Examinations.
5. If the hardcopies of transcripts are to be sent to the concern Institution, then candidate must bring the hardcopies in A4 size envelope and take the seal from Examination Cell and signature from Principal. After receiving seal and signature on the envelope student can courier the same to the concern Institution.

**Processing time of Transcripts will be minimum 30 days from the date of receipt of the application form and receipt of payment by the Examination Cell.**