



# VJTI MUMBAI

वीरमाता जिजाबाई तंत्रज्ञान संस्था

Veermata Jijabai Technological Institute

(Autonomous Institute of Govt. of Maharashtra)

H. R. Mahajani Road, Matunga (East), Mumbai - 400 019

Phone:+91 22 24198101/102 • Fax:+91 22 24102874 • www.vjti.ac.in

## APPLICATION FORM FOR TRANSCRIPT

Date:

To,  
The Controller of Examinations (Degree)

I, \_\_\_\_\_, am/was a student of VJTI admitted in the institute in academic year \_\_\_\_\_ for \_\_\_\_\_ programme in \_\_\_\_\_ branch. I have completed / pursuing my studies from VJTI. I need \_\_\_\_\_ number of copies of Transcript for the purpose of \_\_\_\_\_

Kindly, issue the Transcript, as per following details:

<b>Admission Year:</b>	<b>Registration No.:</b>
<b>Department:</b>	<b>Program:</b>
<b>e-mail ID:</b>	<b>Mobile No.</b>
<b>Postal address (In case of transcripts to be sent by Post):</b>	
<b>Method of Collection:</b> To collect personally / To send within India by speed post / To send abroad by speed airmail	

**Signature of Candidate**

**Enclosure:**

1) Xerox copies of grade sheets of all semesters, University Degree Certificate (for passed out students) provisional passing certificate (for current year pass out students).

2) In case of transcripts to be submitted to foreign Universities who ask for WES Form, attach the WES form and one additional set of attested copies of documents mentioned in enclosure 1 above.

(Note that the copies of documents should be attested by Registrar, VJTI)

3) Payment receipt or **SBI collect** payment print out for online payment. (procedure for online payment is given below/behind).



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**Veermata Jijabai Technological Institute**

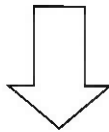
(Autonomous Institute of Govt. of Maharashtra)

H. R. Mahajani Road, Matunga (East), Mumbai - 400 019

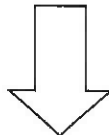
Phone:+91 22 24198101/102 • Fax:+91 22 24102874 • [www.vjti.ac.in](http://www.vjti.ac.in)

## PROCEDURE FOR TRANSCRIPT

- Download “Application Form for Transcript” from institute website [www.vjti.ac.in](http://www.vjti.ac.in). Select ‘Students’ tab → select ‘Useful forms for Students’ tab → then click on ‘Transcript of Academic Records’ tab.



- Fill the form with all details.



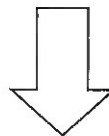
- Make online payment through:
  1. SBI Collect. (Refer ‘Steps to be followed for online payment of VJTI fees circular) and also circular dated 13<sup>th</sup> March 2014 for charges.

OR

  2. By sending DD in favour of “Director, VJTI Mumbai”.

OR

  3. By paying cash at accounts section of VJTI.



- After successful payment,
  1. Send scan copies of application form, all marksheets, degree certificate (for passed out students), passing certificate (for current year passed out students who have not received University degree certificate) and payment receipt on email id [transcript\\_degreeexam@vjti.ac.in](mailto:transcript_degreeexam@vjti.ac.in).

OR

  2. Submit documents at examination section.

## Steps to be followed for online payment of VJTI Fees

The fees payable to the Institute are to be paid through STATE BANK COLLECT

- Log on to <https://www.onlinesbi.com>
- Home page STATE BANK COLLECT
- Click on State Bank Collect,
- Click Checkbox to accept 'Terms & conditions', then click on 'Proceed'
- Select State as 'Maharashtra'
- Select Type of Category as 'Educational Institutions' and Click on 'Go'
- Select the Name of the institution as

### VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

- Select the appropriate 'Payment category' as indicated below:

Payment Category	VJTI partial Fees
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- On next screen Enter the details  
(like Merit No, Name, Birth date, Programme, Branch, Category, Caste)
- In **remark**: mention name of certificate you are applying for (i.e. Transcripts).
- Select options, wherever necessary carefully
- Proceed as instructed and Click on 'Submit'
- On next screen verify details and click on 'Confirm'
- You will be taken to payment gateway, Select appropriate payment mode
- Check the charges/commission applicable for selected 'Mode of Payment'  
Follow instructions to Print Challan and pay at any SBI branch in Cash  
OR  
Pay 'online' using Internet Banking / Credit / Debit card
- Print receipt online

Fees schedule is available on VJTI website.

visit [www.vjti.ac.in](http://www.vjti.ac.in) → Exam Section → Revised Rates for Academic related matters  
effective from 1<sup>st</sup> April 2014



Founded: 1887

# VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

Matunga, Mumbai 400 019  
(Autonomous Institute affiliated to University of Mumbai)

## Examination Section (Degree)

Phone: 022 2419 8109

[www.vjti.ac.in](http://www.vjti.ac.in)

Date: 13<sup>th</sup> March, 2014

Following are the rules and charges for the Academic related services

### 1. Procedure and charges to obtain UG and PG Transcripts, Duplicate Mark sheet Certificates and Mark sheet /Degree verification.

Write an application directly to the address given below along with a demand draft for amount as applicable as shown in chart:

To,  
The Director,  
Veermata Jijabai Technological Institute(VJTI)  
H R Mahajani Road, Matunga, Mumbai- 400019, India  
Phone: +91-22-24198109,  
Fax: +91-22-24152874  
Email: [coe@vjti.org.in](mailto:coe@vjti.org.in)

Your Application should provide the following facts

- Name in full (in block letters): Institute Roll no.: Period of study at the Institute
- Institute Roll No.:
- Period of Study at the Institute:
- Department:
- Degree obtained:
- Year of passing in final examination:
- Draft No. and Date:
- Complete postal address where the degree /documents is to be sent:
- Xerox copies of Marks sheet of all years are required for transcript:

### Cost/Draft Details

Your application should be sent along with prescribed fee as mentioned below by a bank Draft drawn in favour of: "Director, VJTI Mumbai"

- Payable at Mumbai

\*Note: For loss/theft, submit a copy of the FIR from local police station with an affidavit on non-judicial stamp paper of Rs. 100/- in court of law. Also, publish an advertisement in lost column in the newspaper of reputed mentioning the city where the degree has been lost.

### 2. Revised charges for academic related services

1. These rates are effective with effect from 1<sup>st</sup> April, 2014.
2. These rates are applicable to all the Students and Alumni.
3. Transcript means original copy of consolidated transcript.
4. The revised rate includes the postal charges of mail.
5. Mailing: in India by registered post and abroad by Speed post.

Sr. No.	Item		Current	*Revised
1.	Duplicate Mark Sheet (one in original)	India	Rs. 400	Rs. 500
		Abroad	US \$ 50	US \$ 60
2.	a Transcript up to 1995 entry Year (one in original)	India	Rs. 1000	Rs. 1200
		Abroad	US \$ 80	US \$ 100
	b Additional copies of transcript per copy	India	Rs. 300	Rs. 300
		Abroad	---	US \$ 25
3.	a Transcript from 1996 entry Year (one in original)	India	Rs. 500	Rs. 700
		Abroad	US \$ 50	US \$ 60
	b Additional copies of transcript per copy	India	Rs. 300	Rs. 300
		Abroad	---	US \$ 25
4.	Certificate of Instruction in English (one in original)	India	Rs. 200	Rs. 200
		Abroad	US \$ 10	US \$ 10
5.	Verification of Degree/Mark Sheet (for each individual verification)	India	Rs. 1000	Rs. 1200
		Abroad	US \$ 100	US \$ 120
6.	Character certificate (only one original)	India	Rs. 200	Rs. 200
		Abroad	US \$ 10	US \$ 10
7.	Duplicate Transference Certificate (one in original)	India	Rs. 100	Rs. 200
		Abroad	US \$ 10	US \$ 20
8.	Any other certificate on own request (only in original)	India	Rs. 200	Rs. 200
		Abroad	US \$ 10	US \$ 10
9.	Transference Certificate for Migration (only one original)	India	Rs. 200	Rs. 200
		Abroad	US \$ 10	US \$ 10

**\*All above charges collected will not be paid to anyone and deposited in the Institute Examination Account (degree) funds.**



*[Handwritten Signature]*  
Director