

Student's Details

Register No.: \_\_\_\_\_ Name: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_ Email ID: \_\_\_\_\_  
 Address for correspondence / Delivery:  
 House/Apt. No.: \_\_\_\_\_ Building/ Street No.: \_\_\_\_\_  
 Address line: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

Sl. No.	Nature of service required	Cost per set/ copy	No. of Sets/ Copies	Total Amount (Rs.)
1.	Provisional Grade Sheet (Proof of demand required)	Gratis	1	
2.	Official Consolidated Grade Sheet (Transcript)	Rs.250/ per set		
3.	Official Statement of Grades - Semesterwise (Specify the semesters+Exam Month)	Rs.150//semester		
4.	Provisional Degree Certificate	Rs.200/-		
5.	Request for Scanning (Rs.25/ page)			
Total Charges				

Payment mode

VIT Cash Counter Receipt No.: \_\_\_\_\_ Dated: \_\_\_ / \_\_\_ / 201\_\_ for Rs. \_\_\_\_\_

Demand Draft [ should be payable to VIT University at Vellore, India; Cheques / Money Orders/Other form of payments not accepted]

Name of the Bank: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Demand Draft No. \_\_\_\_\_ Dated: \_\_\_\_\_ for Rs. \_\_\_\_\_

Special requests: In sealed cover: Yes/ No Others: \_\_\_\_\_

Mode of Delivery (Tick any one; all deliveries require a minimum of 2 working days from the date of confirmation of payment):

Self collection at CoE Office

By post: (Self addressed envelope with necessary postage is required)

Authorized collection (Any valid Photo ID is required for delivery): Name of the person: \_\_\_\_\_ Relationship: \_\_\_\_\_

Signature of the applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use only

Appl. No.: \_\_\_\_\_ Date of Receipt: \_\_\_ / \_\_\_ / 201\_\_ Date of Payment Confirmation: \_\_\_ / \_\_\_ / 201\_\_  
 Date Centre: Received on : \_\_\_ / \_\_\_ / 201\_\_ Processed On: \_\_\_ / \_\_\_ / 201\_\_ Delivered on : \_\_\_ / \_\_\_ / 201\_\_ Post/ Person  
 Delivery: Counter Receiver's Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / 201\_\_

Acknowledgment for Receipt of the Application

Reg. No. \_\_\_\_\_ Name: \_\_\_\_\_

Office Seal

Bill No. \_\_\_\_\_ Dt. \_\_\_\_\_ Amt Rs. \_\_\_\_\_

(Please produce this at the time of collection of transcript in person)

Packing Instruction for Sealed Covers

Put a tick mark against in the corresponding columns of the documents to be sealed.

Pack No.	Consolidated	Semesterwise	Provisional degree	Others*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

\* Other certificates like cover page/ transcript request form from the University to which the student applied