



# VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

## Application for the Official Transcripts (OT) issued by VTU

### POINTS TO BE NOTED

- Pay online only by SBI Payment link <http://vtu.ac.in/online-fee-payment> and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded. Please check you are eligible to apply for Transcripts before submitting application.
- Transcript contains final marks of all semesters passed at the time of applying for transcripts, provided there are no backlogs.
- Do not attach copies of marks cards or any other document other than online payment receipt.

### OT

By Post	By Hand	Token No.

Name of Student  
(As on Marks Cards)

University Seat Number

Choose one

- Applying after completion of Degree Month & Year of completion of Degree: \_\_\_\_\_
- Applying after completion of Degree Current Semester: \_\_\_\_\_

#### Details of Fees

Choose Category "F – Fees to be paid by student" – Examination

Fees: **500-00 for first Transcript + 300-00 for each additional Transcript**

No. of Transcripts required:  Fee paid: \_\_\_\_\_

Payment ID: \_\_\_\_\_ Date: \_\_\_\_\_

### CHECKLIST

- I declare that I have not a studied in an Autonomous college
- Online receipt of fees paid
- I have no backlog subjects at the time of applying for Transcripts

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date: \_\_\_\_\_ Candidate Signature: \_\_\_\_\_

#### Applying by Post

#### Applying by Hand (In person at VTU Belagavi)

Send the filled and signed application form and online receipt of fees paid to the following address:

**Registrar (Evaluation)**  
Visvesvaraya Technological University  
Jnana Sangama  
Belagavi- 590018

Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. Second Saturday of the month is a holiday, other Saturdays are full working days.

Check VTU website <http://www.vtu.ac.in> to verify if document issue is not available on certain days.

### For Office Use Only

Case Worker: \_\_\_\_\_

Special Officer: \_\_\_\_\_

### POSTAL ADDRESS TO WHICH OFFICIAL TRANSCRIPT IS TO BE SENT

(Note: Postage fee of 1,500-00 to be added to the fees to be paid, for addresses outside India)

Name

USN: \_\_\_\_\_

Address

PIN

Mobile: