



MITADTU/Exam/2022-23/362

Date: 15.09.2022

### Procedure for Obtaining Transcript/s

#### (For Online)

**(A) Procedure:** To get a transcript, Candidates have to visit Examination Portal ([https://student.mitapps.in/up\\_core\\_student\\_services?mode=grid](https://student.mitapps.in/up_core_student_services?mode=grid)) and apply online as mentioned below:

- Login
- Click “**Student Services**” under Main Menu
- Enter number of copies required
- Make an Online Payment (Page auto divert to Payment Gateway)
- After successful Online Payment, College Admins will Approve the applications by checking all details
- After application approved by College Admins, same will be prepared and processed by Examination Department
- Sealed Transcript handover to Institute / Candidates

**(B) Charges/Fees pay through Examination Portal:** Candidate must pay applicable charges/fees as mentioned below by applying Transcript through Examination Portal. **(Use Desktop / Laptop only and prefer debit/credit card for online payment.)**

- 1) **Rs. 1000/-** for the first copy of **each** application.
- 2) **Rs. 500/-** for each additional copy.

#### (For Offline)

**(C) Charges/Fees pay through manually:** If candidate have an issue to pay the online payment through Examination Portal, only those candidates are allowed to pay manually by using the following link / QR Code of the University Examination Department. On completion of the successful online payment, the candidate will receive the payment receipt on his email mentioned on the online payment form, take print out of the payment receipt for submission along with the application.



**Online Payment Link and QR Code:**

<https://payments.billdesk.com/bdcollect/bd/MITArtsDesignTech/10032>

**(D) Issue of Transcript:** Sealed Transcript will be issued to the Institute / Candidate within a week after application approved by College Admin.

**(E) Clarification:** Candidates can send their queries, if any, to: [coe@mituniversity.edu.in](mailto:coe@mituniversity.edu.in) and get clarification.

(Dr. Dnyandeo Neelwarna)  
**Controller of Examinations**



## Office of the Controller of Examinations

### APPLICATION FORM FOR OBTAINING TRANSCRIPT (MANUALLY)

Date:     /     /     .

#### A) General Information:

Student Enrollment No.: \_\_\_\_\_

Programme: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / Village: \_\_\_\_\_ Pin: \_\_\_\_\_

Contact No.: Mobile No. \_\_\_\_\_ Resi.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Last Exam Season: \_\_\_\_\_

No. of Transcript copies required: \_\_\_\_\_

Reason for seeking the Transcript: \_\_\_\_\_

**Declaration: I solemnly declare that the particular given above are correct to the best of my knowledge. I request you to please issue me the Transcript/s as mentioned above.**

**Signature of Student**

For Concerned School / Institute	
<b>Application Checked by</b>	<b>Director / Principal / HoI</b>
<b>For Registrar Office</b>	<b>For Examination Department</b>
	<b>Approved [    ]      Not Approved [    ]</b>
<b>Verified by</b>	<b>Verified by</b>
<b>Eligibility Section</b>	<b>COE</b>
<b>Certificate Issued On:</b>	<b>By Hand:</b>
<b>Through Post: Receipt No.:</b>	<b>Signature of Student:</b>