

Procedure for Authentication of Transcript

Transcript

In education, a transcript is an inventory of the courses taken and grades earned of a student throughout a course of study.

Transcripts are usually used by candidates to apply permanent residency, higher education, visa, H1B, immigration etc.

Procedure for Authentication of Transcript

1. Apply for Transcript to College / Department / Institution

- Transcript should be made by College / Institute / Department from where student have completed her study – ***for Regular as well as Distance mode student. As record about number of hours, internship, internal etc. is with College / Institute / Department only and not with Pariksha Bhavan.***
- Transcript should be prepared for individual as well as consolidated semester (including if any failed / re-attempts / AB etc.)
- College / Institute / Department handover the transcripts to students in sealed envelope.

2. Fill the APPLICATION FORM FOR AUTHENTICATION OF TRANSCRIPT

- Click on sndt.ac.in
- Click on Home
- Click on Examination Section
- Click on Downloads Forms
- Click on Application Form For Authentication of Transcript

3. Payment for Transcript to Pariksha Bhavan, Juhu

- Fees for Transcript at Pariksha Bhavan, Juhu
 - Fees : Rs. 1000/- for 2 sets of Transcript
Rs. 200/- for extra each copy of Transcript
 - Cash counter time of Pariksha Bhavan : 10.00 a.m. to 03.00 p.m.
 - Fees can be paid by Demand Draft also. Demand Draft should be in favour of ***“The Registrar, SNDT Women’s University, Mumbai”, payable at Mumbai.***

4. Enclosure

- Filled Application form for Authentication of Transcript
- Receipt for fees paid – UNIVERSITY COPY (If fees paid personally at cash counter of Pariksha Bhavan)
- Original Set of Transcript issued by College / Institute / Department
- Photocopies of all Marksheets - **individual as well as consolidated (including if any failed or re-attempts) should be readable**
- Photocopy of **backside of marksheet**
- Photocopy of Degree Certificate

5. Processing Time for Transcripts

- Usually takes 15 working days to issue transcripts to student
- Any query regarding the status of applied Transcripts to Pariksha Bhavan, Juhu please contact only after 15 working days
Contact Number 022-26612877 / 022-26608462 Extn. 2395

6. WES – Canada and USA

- If candidate applying for WES evaluation for job, education or Canada PR, she need to apply for transcripts.
- Login TO WES
- Follow the Procedure of WES
- Any Query regarding WES please contact to them only
- **Academic Records Request Form** can download from WES website
- **WES Reference No. is compulsory**

Authenticity of Transcript

1. University provide emboss on each page of transcript
2. Round stamp of SNDT Women's university put on each of transcript
3. Signature and stamp of Director, Board of Examinations and Evaluation on Last page of transcript.

Important Note

1. Each set of transcripts is issued in a separate sealed and stamped/signed envelope. As such, if you apply for 2 sets of transcripts from University you will receive 2 envelopes, each containing one set of transcripts.
2. Sealed enveloped contains :
 - a. Transcript
 - b. Notification (Internal Note)
 - c. WES / IQAS / ICAS etc. form if student submitted same along with transcript

Please note that, the sealed envelope for authentication of transcript does not contain photocopy of any marksheets, photocopy of degree certificate, passing certificate etc.

NOTE : A. Transcript is **not prepared by Examinations Section / Pariksha Bhavan**. It should be made by College / Institute / Department from where student have completed her study – **for Regular as well as Distance mode student**

B. It is requested to student When College / Institute / Department issued transcript to you please check all details about your curriculum is types correct for e.g. :

- i. Name of the Student (All pages)
- ii. Name of the Programme (All pages)
- iii. Medium of Instruction
- iv. Duration of Course
- v. Name of College / Institute (from where student completed her study)
- vi. Result
- vii. Grade
- viii. Class
- ix. Percentage
- x. Seat Number – all pages (as per marksheet for every semester / year)
- xi. Examination held in – all pages (month and year) (as per marksheet for every semester / year)
- xii. Semester / year – all pages
- xiii. PRN Number – all pages
- xiv. Subject Code – all pages
- xv. Subject Name – all pages
- xvi. Current appearance i.e. star marks before subject code
- xvii. Theory or Practical – all pages
- xviii. Credit – all pages
- xix. Total Marks obtained – all pages
- xx. Grade – all pages
- xxi. Total Credit – all pages
- xxii. GPA – all pages
- xxiii. Final Grade – all pages
- xxiv. Percentage – all pages
- xxv. Class – all pages
- xxvi. Backside is typed correct

C. **Mandatory Field on Application Form for Authentication of Transcript**

I need to submit this Transcript at, (Please Write Postal Address) :

To, _____

Please mentioned where student have to submit the transcript

- D. For enclosure of Academic Records Request Form
Please enquire at where student have to submit the transcript.

- E. Transcript is handover to student in ***Sealed Envelope***
Do not open the sealed envelope.

- F. For WES it is requested to send the transcript from nearby place of S.N.D.T. University i.e. by Post office near Juhu Garden or by Courier Blue Dart or DHL near Santacruz Police Station.

- G.
 - i. Authentication of Transcript and
 - ii. Education of Documents Verification / Authentication

Above mentioned two procedures are totally different from each other.

It is requested to student herself to enquire where she applied whether she wants both or only one from aforesaid i.e. **Authentication of Transcript** or **Education of Documents Verification / Authentication.**