



**DIRECTORATE OF EVALUATION
GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)**

(Deemed to be University)

Visakhapatnam | Hyderabad | Bengaluru

Procedure for Transcripts to WES/ Foreign Universities

Part – A. The procedure to be followed to get the *TRANSCRIPTS*:

1. **Application:** Download the Transcript Application under **Certificates** (Sl. No. 9) at <https://www.gitam.edu/evaluation-fee> and fill-up all the required data.
2. **Online Payment:** Go to link <https://eweb.gitam.edu/doereceipts/Selectform1.aspx> and enter your Regd. No; click '**Get data**' and select '**Certificate**' and go to '**Sl No.9**' and enter numerical value in "**Count**" (total number of certificates, i.e. Grade cards + supply grade cards, if any + PCMG + Original Degree) and enter a numerical value (Number of sets you required) in "**Sets**" column" and press '**Proceed**' button for payment option.
3. In payment section, you can pay through Debit card / Credit card/ Internet Banking / UPI etc, and save the generated challan for your future reference.
4. The following documents to be submitted
 - a. Filled in Application
 - b. Black & White Xerox copies of all certificates (Set-wise)
 - c. Paid challan
5. **Postal Charges:** Postal charges of Rs.160/- additionally to be paid, if required through post with in India only. (Select the column for payment of postal charges, which is made available extreme right side of the same column).

In-Person: No need to pay any postal charges, to take from the O/o Directorate of Evaluation.
6. All the sets of transcripts shall be handed over/post in a sealed cover.

Part – B. Electronic transfer of transcripts to WORLD EDUCATION SERVICES (WES)/ Foreign Universities:

1. The students are required to submit;
 - a) Duly filled in WES form along with paid challan for Rs.300/- by selecting WES Application fee in payment portal (Sl. No. 11).
 - b) Duly signed Transcripts, if already taken **or** apply for transcripts (as per Part A) along with WES form.
2. The WES (Canada/America) address (To) shall be printed on the cover along with Directorate of Evaluation address (From) and handed over to the student/authorized person to post/courier themselves from Visakhapatnam only.
3. To transfer the scanned transcripts **electronically to WES** or to any **Foreign University** from the **Controller of Examinations**, need to submit online challan for Rs.500/- by selecting WES email to Canada/US & other foreign Universities in the payment portal (Sl. No. 12). Submit duly signed Transcripts, if already taken or apply for transcripts (as per Part A) along with WES form

For any further queries contact: 0891-2866426 / 0891-2840226

- **Controller of Examinations**