



INSTITUTE FOR TECHNOLOGY AND MANAGEMENT

Application form for Issuance of Official Transcripts

[Please read the instructions given overleaf carefully before filling the form.]

STUDENT DETAILS [to be filled in BLOCK LETTERS]

Name in full: _____
(As per ITM documents) _____

Roll Number: _____

Batch: _____

Program Name: _____

Specialization: _____

Month & Year of Passing: _____

Contact No: _____

Email: _____

- **Purpose for applying for a Transcript:** ☐ PR/ECA ☐ Higher Studies
 ☐ Any Other (Please Specify): _____
- **Type of Transcript Copy required:** ☐ E-Copy ☐ Printed Copy
- **No. of Copies required:** E-copies - Printed copies -
- **Have you applied for Transcripts earlier, if so, please mention the Transcript No. (if any) & Date** _____
- **University Application Details [FOR HIGHER STUDIES]:**
 - Name of University/Institution/College where you intend to pursue higher studies.

 - Name of the Program which you are taking admission to.

 - Communication from the respective University/Institution/College where you are applying for further studies. [Proof of Offer/Correspondence/Application to be enclosed]
 - Official Email/Corresponding address of the University/ Institution/ College/ Agency requesting your documents.



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▪ **Application Details [FOR PR/ECA/ANY OTHER]:**

- Name of Educational Credential Agency/Organization.

- Reference No. [If any] _____
- Copy of the Academics Request Form [If any] to be enclosed.
- Official Email/Corresponding address of Educational Credential Agency/Organization requesting your documents.

Date:
Place:

Yours faithfully,
(Signature of Applicant)

INSTRUCTIONS

1. **Incomplete forms will not be accepted.**
2. **The name and particulars of the student given in the form should correspond with those appearing in the Certificate and documents issued by ITM to the student.**
3. **Clear and legible scanned copies of documents issued by ITM, and other relevant documents must be enclosed along with the application form.**
4. **The application form must be signed by the student and in no case by someone else on his/her behalf.**
5. **As per Institutional norms, Official Transcripts are not handed over to the students, but they shall be couriered/emailed directly from Educational Institution to the respective Institution/University.**
6. **The Transcript processing time is 30 working days which includes the application evaluation time, preparation to final submission.**
7. **Our processing times begin the day we receive your completed application and not the day you mail your request.**
8. **The charge for an Official Transcript is Rs. 3000/- per copy and every additional copy will be charged at Rs. 1500/- per copy.**
9. **Please note that the additional charges are applicable only in the case the copies are requested at the time of the Original Transcript and not at a later stage.**
10. **The Courier Charges (as per location mentioned below) will be borne by the student if the Original Transcripts need to be couriered.**
 - a. **Rs. 2000/- [Australia, Belgium, Canada, Denmark, France, Germany, Netherlands, New Zealand, Poland, Portugal, Qatar, UAE, UK & USA]**
 - b. **Rs. 2950/- [Rest of the world]**
 - c. **Rs. 300/- [Within India]**
11. **The payment details will be shared separately by email and once received will be forwarded to Accounts team for confirmation.**
12. **Subject to Accounts confirmation your documents will be submitted/couriered within 48 hours and an acknowledgement email will be sent to you.**
13. **For queries, information or updates, we prefer to communicate via email only and therefore you are requested to refrain from calling us. But we will get in touch with you if the same is required.**