



**VIT**  
Vellore Institute of Technology  
(Deemed to be University under section 3 of UGC Act, 1956)

Ref: VIT/Regr./2025/

16<sup>th</sup> June 2025

CIRCULAR

**Kind attention: Graduands “ELIGIBLE” for the award of Degree -2025**

Graduands eligible for the award of Degree (2025 batch) can collect their academic documents (Provisional Degree certificate, Consolidated Transcript of marks and pending Semester Grade sheets) from the Office of Student Records in one of the following modes:

- In person
- By speed post
- Through a representative

To collect the documents, you are required to update the details in VTOP. The portal will be open from **18<sup>th</sup> June 2025 to 29<sup>th</sup> June 2025**, for entering the details.

**Collecting in Person:**

To collect your documents in person, please visit the office of Students' Records (Room No. G-14, Students' Records Section, Dr. MGR Block) from **14<sup>th</sup> July 2025 between 10.00 AM and 04.00 PM**, on working days.

**Delivery by Speed Post:**

If you prefer to have your documents delivered by Speed Post (within India), please update your contact details in VTOP. Please ensure that you give your correct address. **To ensure timely delivery of your documents, please enter your address accurately. Fill each specific piece of information (e.g., house number, street name, city, pin code) in the designated section. Entering the entire address in a single field or giving incomplete details is likely to cause delay in delivering the documents.**

Documents will be dispatched school-wise, from **04<sup>th</sup> July 2025**, once the Students' Records Office receives the documents from the Controller of Examinations office. You will receive an SMS notification with the tracking number when your documents are despatched.

**Collection through a representative:**

If you authorize a representative to collect the original documents on your behalf, please send an e-mail from your official VIT student email to [ara@vit.ac.in](mailto:ara@vit.ac.in), mentioning the details of the authorized representative. The documents will be handed over only to the person authorised by you. The representative shall produce a original Government issued ID Proof (for verification), and submit a photocopy of the same. The representative can collect the documents from **14<sup>th</sup> July 2025** at Room No. G-14, Students' Records Section, Dr. MGR Block.

**The documents will be handed over / despatched only if you have surrendered your ID card to the Students' Records Section.** If you have not yet submitted the ID card, please submit it or send the same through courier/speed-post to “Room No. G-14, Students' Records Section, Dr. MGR Block, Vellore Institute of Technology, Vellore - 632014, Tamil Nadu” (Contact No. 9566656770) on or before **29<sup>th</sup> June, 2025**.

We appreciate your cooperation to help us offer the best possible service in a timely manner.

*T. Jagan*  
**REGISTRAR**

To: Graduands 2025

CC to: Student Records Section / Director SW / Director SDC