VISVESVARAYA TECHNOLOGICAL UNIVERSITY
"Jnana Sangama", Belagavi- 590018

Application for sending Documents to WES/SAQA/IQAS/University abroad

For Students of Non-Autonomous colleges only

POINTS TO NOTE

- Pay online only by SBI Payment link **http://vtu.ac.in/online-fee-payment** and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- WES Reference Number will be written on the envelope, Official Transcript, attested Degree Certificate/PDC and additional attested documents (if any) will be placed in the sealed envelope and signed by an authorised official of VTU and sent directly to WES at the address specified in this application.

WES/SAQA/IQAS/Univ
(For Office use only)

By Post	By Email	
☐	☐	

Name of Student (As on Grade/Marks Cards)	

University Seat Number		Old USN (if applicable):

Details of Fees

Choose Category "F – Fees to be paid by student"– Examination

Choose one of the options in case you wish to send attested copies of marks/grade cards

✓	Official Transcript	₹ 500-00
✓	Postage/Electronic Processing Fee	₹ 1500-00
☐	Attestation of Degree Certificate (or PDC)	₹ 300-00
☐	One set of 8 marks cards (including arrears semester marks cards)	₹ 300-00
☐	One set of 10 to 19 marks cards (including arrears semester marks cards)	₹ 600-00
	Total	₹

Fees paid: ₹ _____   Payment ID: _____   Date: _____

CHECKLIST

☐ I declare that I have not studied in an Autonomous college

☐ Online receipt of fees paid

☐ WES Academic Records Request Form with WES Reference Number and address to which documents are to be sent.

☐ Copies of Degree Certificate (or PDC) and marks cards (optional)

Name: _____   Address: _____

Mobile: _____   _____

Date: _____   _____   **Signature**: _____

Application by Post/Email	**Application by Email**
Send the filled and signed application form and online receipt of fees paid to the following address: **Registrar (Evaluation)** Visvesvaraya Technological University Jnana Sangama Belagavi- 590018	Send an email to examdocs@vtu.ac.in as per following instructions • Subject must contain only your USN, and nothing else • Body of email must contain exactly 4 lines (without any empty lines) with the following data, one piece of data per line: Line 1) Payment ID Line 2) Fee amount Line 3) Your mobile number Line 4) Document applied for. No extraneous data must be written on any line.

For Office Use Only

Case Worker: _____   Special Officer: _____

To be filled in by applicant

POSTAL ADDRESS TO WHICH DOCUMENTS ARE TO BE SENT (This portion will be cut and pasted on envelope. Verify for accuracy)

Name		WES/SAQA/IQAS/University Ref #:
Address (Give email address of recipient if scanned copy of documents are to be sent by email. Documents to WES will be sent electronically)		
	ZIP	Email*:

NOTE:
1. ***** Give email of recipient if scanned copies of documents are to be sent to recipient.
2. WES requires that Transcripts be sent to WES directly from VTU and will reject Transcripts received from students.
3. WES accepts other documents, copy of degree certificate and marks/grade cards directly from student, without attestation from VTU.
4. If student wishes the degree certificate and/or marks/grade cards be attested by VTU, send copies of those documents and add the necessary fee
5. VTU sends documents to WES electronically. The same can be done for other organizations such as SAQA/IQAS/Universities etc.