



APPLICATION FORM FOR

TRANSCRIPT

(APPLICABLE TO THE REGULAR COURSES OFFERED AT SMIT)

To be filled in Capital Letter

1. NAME OF THE STUDENT (In Capital Letter) (With phone no. and email ID) Name : WhatsApp No : E Mail ID :	Postal Address:					
	District					
	State					
	Pin Code (Mandatory)					
2. Registration No.						
3. Name of Branch & Course:						
4. Name of the last examination appeared:						
5. Year & Month of passing the above Examination:						
6. Are you applying for higher studies: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide the details. a) Name of the Course b) Name & Address of College/Institute/University applying	Reply Here: a) b)					
7. Details of Amount paid: a) Through SBI Collect, with the link below. https://www.onlinesbi.sbi/sbicollect/icollecthome.htm (Copy of e-receipt to be attached) b) Through Demand Draft: Demand Draft must be in favour of SMIT payable at GANGTOK. c) Through cash at Finance Department, SMIT: Receipt of Cash payment to be attached	E-Receipt No.					
	Demand Draft No.					
	Cash Receipt No.					
	Amount					

No Dues form Finance Dept. _____

NOTE

- This application is to be sent to the following address:
**Dy. Controller of Examination-Tech, SMU,
C/o Sikkim Manipal Institute of Technology,
Majitar, Rangpo – 737136,
East Sikkim, India.**
- Details of fees and other information are given overleaf.
- In case of **Online Submission** of application form the filled-up transcript application form, e-Receipt and supporting documents (All semester Grade Card) must be sent to dce.tech@smit.smu.edu.in as a **single PDF file**.
- Incomplete application will be rejected.
- For **Attestation of all academic documents** the physical copy must be submitted at the office of DCE-T (SMU), SMIT.
- Issue of certificate is subjected to clearance from Finance Department, Sikkim Manipal Institute of Technology.

Place:

Date:

Signature of Candidate

FEE DETAILS

Sl. No.	Particulars	Undergraduate/ Post Graduate Course (In Rs.)	Postal Charge (For each postage)
1	Transcript (First copy)	500.00	Within India Rs.100/-
2	Transcript (Subsequent copies) per copy	100.00	Overseas Rs.1400/--(USA) Rs.2200/- (Canada)

INFORMATION

- I. The applied documents will be issued through the Institution where the candidate has studied last. Hence candidates must collect the same from the respective Institution.
- II. Copy of all the semesters **SELF ATTESTED** Grade Cards must be enclosed in either a soft copy or a hard copy.
- III. Cheques and Indian Postal Order are not accepted.
- IV. For any query, contact at (03592) 246216, 246217, 246219, Extension no: 235,688,689. email ID: dce.tech@smit.smu.edu.in

*****TRANSCRIPT*****