No: GTU/SSS/2019/3060   Date: 08/04/2019

CIRCULAR

Gujarat Technological University is starting to provide following services online for students from 20th April, 2019.

1. To apply for language certificate (Already started from 01st Jan-2019)
2. To apply for CGPA to percentage certificate (Already started from 01st Jan-2019)
3. To apply for backlog certificate (Already started from 01st Jan-2019)
4. To apply for Rank certificate (Already started from 18th Feb-2019)
5. To apply for Migration certificates (Already started from 18th Feb-2019)
6. **To apply for Transcript certificates (New added service online starting from 20-04-2019)**

The students can **apply**, **select certificate receiving date**, **make online payment** and **get the receipt** after log-in at: **www.student.gtu.ac.in**

Once the online payment is **successfully made** and **receipt** of same is available with student then he/she can **come to GTU, Chandkheda** on mentioned date in receipt to collect the certificate(s).

Guidelines for collecting the certificate(s) are mentioned below.

• All students must have to bring auto generated online **certificate request receipt**.
• All students must have to bring their **own photo Identity proof**.
• Students have to collect the certificate(s) between 11am to 1pm or 2.30pm to 5.30pm on mentioned date.
• In case if student is not able to come to collect it personally then **representative of student** must have hand written **Authority letter** signed by student and **Photo ID of representative**.
• Application is **valid for 30 days** only. If the certificate will be not collected by student within 30 days of applying then student will **have to re-apply** for the same.

The process of applying for certificate(s) is shown in attached Manual. Student has to first completely go through it and then initiate the process.

For any query related to online application, one can write at: **student_support@gtu.edu.in**.

Sd/-

I/C Registrar

CC to:-

1) **PA/PS to Hon'ble VC**
2) **PA to Registrar**
3) **All section heads of the University**
4) **All the Institutes affiliated with the University for Information and necessary action**

Gujarat Technological University

User Manual for Student Services Portal

1. Visit URL: www.student.gtu.ac.in **and enter your credential to sign in. If you do not have credential then first Create an account and then sign in.**

2. A dashboard will open that shows student's personal and academic information. It has also links on left side to view student's results, grade history, recheck/reassessment history etc.

3. Click on <u>Certificate Request</u> available on left side of dashboard.

4. Enter following information.

- <u>Type of certificate</u>: select the certificate from drop-down list
- <u>No. of copy</u>: Enter number of copies required (Note that for backlog certificate, number of copies is 1 so no need to enter)
- <u>Dispatch date</u>: Select receiving date from drop-down list. Student has to collect the certificate from GTU, Chandkheda on this selected date.
- <u>Certificate received by</u>: Select either *self* or *other*. In case of *other*, student has to enter the required details in Authority Letter and a person receiving the certificate(s) from GTU, Chandkheda has to bring this authority letter with him/her without which certificate(s) will be not issued.

    Once you submit, the details you inserted will be available below on the page and student will receive a SMS about submission of request.

The <u>Status </u>will be shown as Pending and student can view sample of respective certificate under <u>Sample Preview</u>. Student can also <u>delete</u> any request under Action if he/she made an entry by mistake.

5. When detail of each request is correct then student has to make online payment by clicking Pay All button. Payment can be made through Debit/Credit Card or Internet banking.

6. Once the payment process is completed, student will be directed to main application and he/she has to print receipt for each certificate separately from Generate Receipt.

7. A receipt is generated containing information about certificate; payment made and required documents to be brought during collection. Sample receipt is given below.

Gujarat Technological University
Ahmedabad

Online **Backlog** Certificate Request Recipt

Token Number:2112188-2B

Enrollment Number:	100243119002	Recived By:	Self
Course Name:	BE		
Student Type:	Passout		
Certificate Type:	Backlog		
Student name:	PATEL AXAYKUMAR GIRISHBHAI		
Email-Id:	axaypatel92@gmail.com		
Mobile Number:	9825114677		
Request Date:	21/12/2018 2:47:14PM		
Delivery Date:	24/12/2018		
No. of Copies:	1		
Amount:	50	Total Amount Paid: 50	
Payment Date	12/21/2018 2:55:34PM		
Transection Id:	CRS6314		
Bank Reference No.:	IGAFABBNJ7		
GTU Reference No.:	3848442850904		

Applicant Signature

NOTE : Documents required to bring with you while coming to collect the documents
- Student must bring auto generated online certificate request receipt.
- All the student must have to bring the photo Identity proof of the student.
- Students have to collect the document in the allotted date between 11 am to 1.00 pm or 2.00 pm to 5.00 pm.

8. Student has to come in GTU, Chandkheda on Delivery Date mentioned in receipt to collect the certificate(s). Note that he/she has to bring all supporting documents mentioned in receipt which collecting the certificate(s).

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