



SVC-521
15/06/2016

SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

①

Ref No : SVC/Admn/2016/P/

15th June, 2015

**Procedure For Issue Of Official Transcript/
Verification of Education Certificate (s)/Document (s)**

It is notified for the information of all concerned that the following **procedure for issue of Official Transcript/Verification of Education Certificate (s)/Document (s)** shall be followed with immediate effect, which is subject to any change on account of modification/clarification/any inadvertent error/discrepancy:-

| S.No. | Particulars | Summary | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|---|--|--|------------------------------|------------------------|--------------------|---------------------------------|-----------|-------------------------|--|-----------|-------------------|--------------------------------|---------------|--|------------------------------|--|--|---|--|--|------------------------------|------------------------|--------------------|--------------------------------|---------|-------------------------|---------------------------------|----------|
| 1. | Application Form available at | <p>1. www.svc.ac.in</p> <p>2. Procedure for Issue of Official Transcript/Verification of Education Certificate (s)/Document (s).</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Certificates/Documents (self-attested) required | <p>1. Photocopies of all the Marks Sheets.</p> <p>2. Copy of the Syllabus (in case of Official Transcript).</p> <p>All the candidates are required to submit a Soft Copy of the duly filled in Application Form and Official Transcript uploaded on the College Website along with above mentioned Certificates/Documents via mail to pkpandey@svc.ac.in (Mr Pawan Kumar Pandey, Section Officer (Administration), Sri Venkateswara College (University of Delhi), Dhaula Kuan, New Delhi-110 021).</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Fee Structure (exclusive of Postal Charges) | Official Transcripts | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th></th> <th>If applied from within India</th> <th>If applied from abroad</th> </tr> </thead> <tbody> <tr> <td>Upto 6 (Six) Years</td> <td>Rs 1000/- (Rupees One Thousand)</td> <td>US\$ 100*</td> </tr> <tr> <td>More than 6 (Six) Years</td> <td>Rs 1500/- (Rupees One Thousand and Five Hundred)</td> <td>US\$ 150*</td> </tr> <tr> <td>Additional Copies</td> <td>Rs 100/- each (Rupees Hundred)</td> <td>US\$ 10* each</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">• (Including postal charges)</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">Verification of Education Certificate (s)/Document (s)</td> </tr> <tr> <td></td> <td>If applied from within India</td> <td>If applied from abroad</td> </tr> <tr> <td>Upto 6 (Six) Years</td> <td>Rs 500/- (Rupees Five Hundred)</td> <td>US\$ 50</td> </tr> <tr> <td>More than 6 (Six) Years</td> <td>Rs 1000/- (Rupees One Thousand)</td> <td>US\$ 100</td> </tr> </tbody> </table> | | If applied from within India | If applied from abroad | Upto 6 (Six) Years | Rs 1000/- (Rupees One Thousand) | US\$ 100* | More than 6 (Six) Years | Rs 1500/- (Rupees One Thousand and Five Hundred) | US\$ 150* | Additional Copies | Rs 100/- each (Rupees Hundred) | US\$ 10* each | | • (Including postal charges) | | | Verification of Education Certificate (s)/Document (s) | | | If applied from within India | If applied from abroad | Upto 6 (Six) Years | Rs 500/- (Rupees Five Hundred) | US\$ 50 | More than 6 (Six) Years | Rs 1000/- (Rupees One Thousand) | US\$ 100 |
| | If applied from within India | If applied from abroad | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Upto 6 (Six) Years | Rs 1000/- (Rupees One Thousand) | US\$ 100* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| More than 6 (Six) Years | Rs 1500/- (Rupees One Thousand and Five Hundred) | US\$ 150* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Copies | Rs 100/- each (Rupees Hundred) | US\$ 10* each | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | • (Including postal charges) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | If applied from within India | If applied from abroad | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Upto 6 (Six) Years | Rs 500/- (Rupees Five Hundred) | US\$ 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| More than 6 (Six) Years | Rs 1000/- (Rupees One Thousand) | US\$ 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <p>Fee can be paid by Cash/Credit Card/Debit Card/Demand Draft (in favor of "The Principal, Sri Venkateswara College, New Delhi" payable at Delhi.</p> <p>For cash payment, the candidate shall contact the Cashier (Accounts) to collect the Fee Payment Challan on all working days between 9:30 AM and 12:30 PM.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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