



# Visvesvaraya Technological University

Belagavi – 590 018, Karnataka State, INDIA

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Ref. No.VTU/BGM/Reg(E)/PS/2019-2020/ 01

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## NOTIFICATION

In order to avoid travelling by students to apply for and obtain documents and follow norms of social distancing, University is taking the following decisions with reference to issue of documents by the Examination Section:

1. Issue of documents by hand is discontinued till further notification at VTU Belagavi as well as at VTU Regional Centre, Bengaluru.
2. Applications for issue of selected documents listed below will be received by email as per procedure described later in this notification. It is advised to avoid sending applications for these specific documents by post/courier.
3. Applications for other documents, not listed above will be received only by post/courier and will not be received in person either at VTU Belagavi or at VTU Regional Centre, Bengaluru.

### Documents whose application will be received by Email

Sl. No.	Documents Details	Mode of application
1	Official Transcripts, WES/SAQA/IQAS etc.	Email
2	Semester wise Consolidate Marks Cards	
3	All Semester Single Consolidate marks card	
4	Provisional Degree Certificate	
5	Medium of instruction	

### Procedure to apply for the documents listed above:

1. Download the relevant application from <https://vtu.ac.in/en/online-fee-payment/>
2. Pay the required fees by online payment using SBI Collect link on the above page.
3. Fill the application legibly with all required data (address and Online receipt numbers must be clearly written)
4. Scan the application and fee receipt. Use one of several mobile apps for the purpose to ensure legibility as well as proper cropping of unwanted portion of image.
5. Open your email and compose an email to [examdocs@vtu.ac.in](mailto:examdocs@vtu.ac.in) with information as described below:
  - a. Subject of Email must be your University Seat Number (USN), and **nothing else**. If subject contains text other than the USN, it will be processed manually instead of automatically, which may lead to delay. **Example: 2KL16EC021**

- b. Body of the email must contain **exactly 4 lines**, with one piece of data on each line, as follows:
- Online payment receipt number:
  - Amount paid in Rs.
  - Mobile number
  - Document applied for. Example: Official Transcript
- c. Attachments: Duly filled application with signature, online Fee Receipt preferably in a single attachments with number of pages. If not possible to prepare a single file of all pages, attach the application, fee receipt and other attachments in sequence.

Students must note the following:

- Emails will be processed automatically to enhance speed of processing. Therefore, follow the procedure described above accurately and diligently. Any deviation from the instructions will result in the application being processed manually leading to delay.
- Do not send the same application email multiple times, this may lead to application being kept aside for comparison and verification, which will lead to a delay.
- The applications will be processed on first come first served basis and no further correspondence will be entertained.

**For issue of documents other than those listed in the table above, students can send their application by post/courier following the existing procedures and mention your phone number and email id in the application without fail.**

**Please note: Applications will NOT be accepted by hand at VTU Regional Office, Bengaluru and VTU Headquarters, Belagavi.**

Sd/-

**REGISTRAR (EVALUATION)**

**To, The Principals of Constituent and Affiliated Engineering Colleges**

Copy FWC's to:

- Hon'ble Vice-Chancellor through the Sec. to VC, VTU Belagavi, for kind information.
- The Registrar, VTU Belagavi, for information.
- The Finance Officer, VTU Belagavi, for information.
- The Incharge Regional Directors of VTU Regional Offices, for information & needful.
- The Incharge director ITISMU, VTU Belagavi to display this notification in the University website for the benefit of the students.

**REGISTRAR (EVALUATION)**