

# Transcript Request

## Procedure for Transcript Request

1. Applicant must submit details through our google form. Use the following link for that. <https://forms.gle/zUQgfc3a9zUDDQRu7>
2. Upload your Degrees and marksheet of I sem to VIII sem **PDF** document.

Note:

- **Scan Degree and Marksheet of all semester in Portrait format only.**
  - **While submitting PDF containing certificates, please see that all the documents/certificates are readable and 100% printable in A4 size**
3. You need to pay **Rs 250/-** (DD/ Pay order /NFT) for getting **First copy of transcript** and **Rs 100/-for every extra copy**. The details of our bank are as follows:
    - Name of Account : Smt. Indira Gandhi College of Engineering
    - Name of the bank : State Bank of India, Worli (North) Mumbai
    - Account Number : 10865754971
    - IFSC code : SBIN0000290
  4. You need to fill up the details of the payment in the google form.
  5. Once you have made payment, all the documents is forwarded for preparing the transcript.
  6. After transcript is approved by the Institute (may take 10-15 working days) you will receive an email to collect the transcript.
  7. You can collect the hardcopy of transcript from the exam section (Timing 2:00pm to 4:00pm) of the college.