



Bhartiya Vidya Bhavan's  
**Sardar Patel College of Engineering**  
Government Aided Autonomous Institute Munshi  
Nagar, Andheri (West), Mumbai 400 058



**PROCEDURE FOR OBTAINING TRANSCRIPTS**

**(Required for higher studies in Foreign Universities)**

1. Candidates shall apply for the issue of Transcripts in prescribed Application form available on our college website.
2. The Candidate should submit the duly filled in application form in Person / Person authorized by the Candidate (along with authorization letter and photocopy of the Government authorized proof of Identity of Person authorized) in the Examination Section. While collecting the transcripts, candidate if not able to come, an Authorized Person along with the Authorization Letter with a photocopy of the Government authorized Proof of Identity of Person is required to be submitted in the examination section.

**Documents required for transcripts**

- The Candidates should submit application form duly affixed with our recent passport size photograph along with the photocopies of all your grade sheets/ marksheets and original documents of the same photocopies for verification.
- The candidate should submit copy of scheme of your program showing number of lectures and practical per week in hour and one passport Size Photo.
- If original documents are not produced for verification, charges to be paid as shown below:
  - 1 to 3 Years Rs.1000/- per semester,
  - 4 to 10 years Rs. 1500/- per semester,
  - 10 to 20 years Rs. 2000/- per semester,
  - More than 20 years Rs. 3000/- per semester
- The Candidates will be issued the required number of Transcripts with marks/grades of all the completed semesters printed on a single sheet duly signed by the Controller of Examinations.
- One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations.
- The fee for issue of Transcripts is Rs. 1200/- (Rupees Twelve Hundred only) per three sets has to be paid in the form of Demand Draft drawn in favour of "Principal, SPCE". For every additional set of transcripts, candidate will pay Rs. 300/- (Rupees Three Hundred only).
- For online payment **Refer page no. 2**

**Processing time of Transcripts will be minimum 15 days from the date of submission of the application form.**

**FOR ONLINE PAYMENT BANK DETAILS AS FOLLOWS.**

<b>BANK NAME</b>	<b>INDIAN BANK</b>
ACCOUNT NAME	SPCE EXAM FUND
BRANCH	BHAVAN'S CAMPUS
ACCOUNT NO	430385784
IFSC CODE	IDIB000B092