



Walchand College of Engineering

(Government Aided Autonomous Institute Affiliated Shivaji University, Kolhapur)

Vishrambag, Sangli

Procedure for obtaining transcripts

1. Candidate needs to submit filled application along with required documents in person or send it through authorized person (along with letter authorizing him/her to receive the transcripts on his/her behalf) in prescribed application available with the Examination Section office or on college website.
2. The name and addresses of the universities should be written on the covers, which will be supplied by the universities at the time of application.
3. The fee for transcript is Rs.700/- (Rupees Seven Hundred only) per transcript

Documents required for transcripts

- a. The students should bring the original Degree Certificate/Provisional Certificate; Consolidated Statement of Grade sheets/Mark sheets (All Semesters), and a proof of identity of the candidate along with one set of legible photo copies (both front and back side) of the said certificates in a full scale envelope.
- b. The students should also bring required number of attested photocopies of Degree Certificate/Provisional Certificate, mark/grade sheets and consolidated statement of marks/grades for the Examination Section office before issue of transcript.
- c. Controller of Examination and Dean Academic will sign the Transcripts and envelopes (in which the Transcripts are put and sealed) and the applicant can collect the same after signed acknowledgment.
- d. For every additional Transcript, student will pay Rs.700/- (Rupees Seven Hundred only). The payment can be made by online or DD of nationalized bank in favour of "Director Walchand College of Engg., Sangli."

Bank Details: Bank of India, Vishrambag, Sangli
A/c No.: 150710110000187
IFSC: BKID0001507
MICR: 416013154

Controller of Examinations





Walchand College of Engineering

(Government Aided Autonomous Institute Affiliated Shivaji University, Kolhapur)
Vishrambag, Sangli

Application for the issue of the transcripts

1. Name:
2. PRN:
3. Branch:
4. Year of Study:
5. Address:
6. Contact No.:
7. No. of transcripts required:
8. Certificates for which transcripts are required
 Consolidated Mark sheet
 Provisional Certificate
 Degree Certificate
9. Whether originals of the above certificates are produced: Yes / No
10. Whether sufficient photocopies are produced: Yes / No
11. Whether the name and addresses of the Universities are written on the cover: Yes / No
12. Payment Details:
 - DD/Cheque/Cash :
 - Name of bank :
 - Amount paid :

Signature of applicant with date

Received the Transcripts in sealed cover

Signature:

Date:

Note: Normal time required to issue transcripts is two weeks.





Walchand College of Engineering

(Government Aided Autonomous Institute Affiliated Shivaji University, Kolhapur)
Vishrambag, Sangli

Procedure for obtaining verification letter

1. Any bonafide student of Walchand College of Engineering, Sangli can apply for verification of University documents like Degree Certificate of passing, Statement of Marks/Grades or CGPA conversion certificate to the examination section in the prescribed application available with the Controller of Examinations.
2. He/she should submit the application in person/email at the Examination Section (examcell@walchandsangli.ac.in).
3. The applicant should state the reason and submit documents for verification.
5. Documents required for verification: Degree Certificate/ Provisional Certificate, Consolidated Statement of Grade sheets/ Mark Sheets (All Semester), and a proof of identity of the candidate along with one set of legible photo copies (both front and back side) of the said certificates in a full-scale envelop.
6. The fee for verification is Rs. 900/- (Rupees Nine Hundred only) per student. The payment can be made online or DD of nationalized bank in favour of "Director Walchand College of Engg., Sangli."

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Vishrambag, Sangli

Application for the issue of the verification letter

1. Name:
2. PRN:
3. Branch:
4. Year of Study:
5. Address:
6. Contact No.:
7. No. of Mark/Grade sheet for the verification:
8. Whether originals of the above certificates are produced: Yes/No
9. Whether sufficient photocopies are produced: Yes/No
10. Payment Details:
 - DD/Cheque/Transaction ID :
 - Name of bank :
 - Amount paid :

Signature of applicant with date

Received the verification in sealed cover

Signature:

Date:

Note: Normal time required to issue verification is approximately one week.

