



सरदार पटेल युनिवर्सिटी

युनिवर्सिटी रोड, पो. ओ. नं. १०
वडवानसविधानगर - ३८८ १२० (गुजरात) भारत
नेट अेकीडेशन : ग्रेड 'अे' सीओपीअे-३.२५
(२३-१-२०१७ थी २२-१-२०२२)

फ़ोन : (०२६९२) २२६८०८/८५
फ़ैक्स नंअेर : (०२६९२) २३६४७५
E-mail: exam_spu@spuvvn.edu
Website: www.spuvvn.edu

Process of obtaining Transcript with Seal Cover

Step-1 विद्यार्थीअे रूम नंअेर २०२ मांथी Transcript with seal cover कराववा माटेनुं फ़ोर्म लेवानुं रेशे अथवा युनिवर्सिटी वेबसाइट spuvvn.edu/downloads परथी भेणवी लेवुं.

(The student should collect a form pertaining to Transcripts with sealed cover/s from Room No.202 or may get it from university website spuvvn.edu/downloads)

Step-2 - न्ने विद्यार्थीअे अब्यासकम युनिवर्सिटी डिपार्टमेन्ट मांथी करेल होय तो युनिवर्सिटीना अेकेडेमिक विभाग मांथी ट्रान्स्क्रिप्ट तैयार करावी सीलअंध कवरमां सही सिक्का साथे लाववी.

- न्ने विद्यार्थीअे अब्यासकम युनिवर्सिटी संलग्न कोलेज मांथी करेल होय तो ट्रान्स्क्रिप्ट कोलेज मांथी तैयार करी सही सिक्का सहीत सीलअंध कवरमां लाववी.

(If the student has completed his/her studies from University Department, then he/she needs to get the Transcript from the Academic Section with sealed cover.

However, if he/she has completed his/her studies from Affiliated College, then he/she should get the Transcript from the respective college with signature and seal of the Principal of college and bring it to the Examination Section for getting Transcript/s in a sealed cover, along with an extra cover)

Step-3 संपूर्णपणे भरेल फ़ोर्मनी साथे न्नेररी बिडाए न्नेडी रूम नं: २०२ मां न्नेररी चकासणी कराववी.

(He/She should submit the duly filled in form attaching relevant documents and get these checked in Room No.202.)

Step-4 त्थारबाद युनिवर्सिटी हिसाब विभाग (रूम नं: १०५) मां नियत फ़ी २५/-रू. प्रति सीलअंध कवर न्नेमा कराववी. (फ़ी भरवानो समय १०:३० थी ०२:०० सुधी)

(He/She should pay the prescribed fee (Rs. 25 per sealed cover) in the University Accounts Section (Room No. 105) between 10:30 am and 02:00 pm on a working day.

Step-5 ભરેલ ફોર્મને ફીની રીસીપ્ટ સાથે રૂમ નં: ૨૦૨ માં જમા કરાવવી.

(He/She should submit the form enclosing relevant documents and the fee receipt in Room No.202.)

Step-6 વિદ્યાર્થીએ ત્રણ દિવસ પછી અથવા આપવામાં આવેલ સમય બાદ ફી રીસીપ્ટ બતાવી પોતાના Transcript ના કવર મેળવી લેવાના રહેશે.

He/She Should collect the Transcript cover/s after three days (or as per time given) by presenting his/her copy of the fees receipt.

Step-7 (ખાસ અગત્યનું)

Transcript ના સીલબંધ કવરમાં Transcript સિવાયના કોઈ પણ Documents મૂકવા નહીં જોમકે Recommendation letter વગેરે

(Very Important)

Except the Transcript, no other documents, such Recommendation letter, should be put in the sealed cover/s.)
