

# Transcript Issuance Policy

Policy # ST211 Transcript Issuance Policy V1.0

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## Release Control

Release Date	Version No:	Details	Released by	Approved by
01.10.2014	V0.2	Pre Release, the purpose of pre-release is to inform all stake holders about the issuance of this policy and also to give advance intimation to the assured departments to get prepared.	Amit Ray	Rajiv Swarup
07.10.2014	V1.0	First Release	Amit Ray	Rajiv Swarup

### POLICY ASSURED BY:

Department:	Represented By:	Date
Finance	Manish Gaur	07.10.2014
Registrar (Policy Owner)	Amit Ray	07.10.2014

### POLICY RATIFIED BY:

Office of:	Represented By:	Date
Head – Career Development Cell	Anubha Bali	07.10.2014
Registrar SNU	Amit Ray	07.10.2014
Dean – UG Studies and Student Welfare	Amit Ray	07.10.2014
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Director School of Humanities & Social Sciences	Shubhashis Gangopadhyay	07.10.2014
Director School of Management and Entrepreneurship	Shekhar Chaudhuri	07.10.2014
Director School of Natural Sciences	Rupamanjari Ghosh	07.10.2014
President SNU	Rajiv Swarup	07.10.2014
Vice Chancellor SNU	Nikhil Sinha	07.10.2014

## Policy Details

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### 1. OBJECTIVE

Students of Shiv Nadar University (SNU) will need a chronological listing of their academic records to apply for further studies at institutions in India and outside. In order to facilitate this process, a printed transcript will be issued by the Registrar's office bearing the University seal and signature of competent authority. The objective of this policy is to lay down the procedure for requesting of official transcripts by students and issuance of the same by the Registrar's office.

### 2. SCOPE

This policy is applicable to all schools and institutions of the SNU unless specified otherwise. This policy applies to all the students, currently enrolled or having obtained a degree (diploma) from SNU at any given point of time.

For all requests received, transcripts on paper will be issued. As of now, SNU is not handling requests for E-transcript; this will be provisioned for in nearby future.

Registrar's Office is the owner of the policy and any clarifications or exceptions should be routed to Registrar Office. The policy is effective immediately on release and supersedes all the old policies, practices and communications on transcript request and issuance matters.

### 3. GENERAL GUIDELINES

**3.1.** All outstanding obligations (financial, academic or administrative) pending against the applicant must be cleared before transcript request can be processed for her.

**3.2.** A student's records cannot be released without their written consent. Every student has to submit a request to the Registrar's office for issuing of transcripts.

**3.3.** Transcripts will include complete academic record of the student including courses, grades, SGPA, CGPA and degrees (diploma) received from SNU

**3.4.** For issuances of transcripts, fee has to be deposited with Finance upfront. Registrar's office will process request for the transcript issuance only after verifying proof of payment.

**3.5.** Requests with incomplete information will be rejected

**3.6.** No request will be accepted on phone

#### 4. PROCESS FOR PLACING REQUESTS

**4.1.** Students can place a request by submitting the duly filled Transcript Issuance Request Form (Annexure 1) to the Registrar's office along with fee deposit receipt in either of the following ways:

**4.1.1. In Person:** The office of the Registrar, SNU Campus will accept the requests between 9:00 AM to 5:00 PM on University working days.

**4.1.2. By Mail:** The completed request form can be dispatched by mail at the following address:

Registrar's Office  
Shiv Nadar University  
NH91, Tehsil Dadri  
Gautam Buddha Nagar  
Uttar Pradesh – 201314

**4.1.3. Request by Email:** The completed request form (scanned copy of form as .PDF attachment) can be sent on email at [registraroffice@snu.edu.in](mailto:registraroffice@snu.edu.in) with the subject line: Request for issuance of Transcripts

#### 5. FEE FOR TRANSCRIPT ISSUANCE

**5.1. Fee Schedule:** Students will have to pay charges as per the below table for placing request of official transcripts:

Destination	Charge per Transcript <sup>①</sup>
India	₹500/-
Rest Of the World	USD 15/-

① Equivalent India Currency is calculated basis monthly average of previous month's rate from the date of requests. Source for referring currency conversion rates would be the websites: x-rates.com

**5.2. Postage:** The cost of sending the transcripts by mail (courier and/or speed post) will be on actuals. The charges incurred towards postage will be paid directly by the students to the designated vendor. The Registrar's office will select and notify the vendor to the student to make the payment.

**5.3. Payment of Fees:** All payments will have to be made in Indian Rupee currency. The acknowledgement received from finance against the fee deposited will have to be submitted to the Registrar's office for processing of respective requests. The payments may be done by either of the following two ways:

- **Cash:** Deposited to Finance Section at E0017, Lower Ground Floor, Block E, Library Building, SNU Campus during 9:00 AM to 5:00 PM on University Working days
- **Demand draft:** A demand draft payable at Noida and drawn on the name of "Shiv Nadar University" can also be submitted for payment of fees.

**5.4. Collecting the Transcripts:** The Registrar's office will inform the student to come and collect the transcripts requested. The processing time for requests received with complete information will be 5 University working days. In case the receiving Institute accepts only sealed envelopes, transcripts will be issued in sealed envelopes.

*SNU reserves the right to alter, append or withdraw this policy either in part or in full based on discretion.*

## Annexure 1: Transcript Issuance Request Form

<b>Student Name:</b>		<b>Status:</b>	<input type="checkbox"/> Current Student <input type="checkbox"/> Alumni
<b>Student ID:</b>		<b>Email ID:</b>	
<b>Degree:</b>		<b>Major:</b>	
<b>Admission Year:</b>		<b>Contact No:</b>	
<b>Total No Copies:</b>		<b>Fee Deposited(₹):</b>	
<b>Collecting Transcripts</b>	<input type="checkbox"/> In Person <input type="checkbox"/> I authorize the following person to collect the transcript on my behalf First Name _____ Last Name _____ (Nominated person has to carry valid ID proof to the Registrar's office)		
<b>Mail Transcript to:</b> (Additional Destinations may be listed in the same format on the reverse of this form)			
<b>Name (Individual or Office)</b>			
<b>Company or Educational Institution</b>			
<b>Address Line 1</b>		<b>Address Line 2</b>	
<b>Address Line 3</b>		<b>City</b>	
<b>State</b>		<b>Pin Code</b>	
<b>Country</b>		<b>No of Copies:</b>	
<p><b>Self-Declaration:</b> I hereby request Shiv Nadar University to release my academic transcripts. I fully understand that any type of outstanding dues on record will prevent release of my transcript.</p> <p>Signature: _____ Name: _____ Date: _____</p> <p style="font-size: small;">Request without a physical signature (i.e. with imaged, stamped or electronic signatures) will not be processed.</p>			
<b>For Office Use:</b>			
	<b>Processed By:</b>	<b>Verified by:</b>	
<b>Signature</b>			
<b>Name</b>			
<b>Date of receipt</b>			
<b>Release Date</b>			