



## Procedure for Issuance of Transcript

1. Download and fill the official Transcript Request Form available on [www.rcpit.ac.in](http://www.rcpit.ac.in)
2. **Attach Required Documents**
  - Photocopies of all **mark sheets**, attested (if required)
  - Photocopy of **Degree Certificate** (if available)
  - **Valid ID Proof** (Institute ID card / Government-issued ID)
  - Cover letter or supporting document (if applying to foreign universities)
3. **Fill the Transcript Request Form**
  - Provide accurate personal details, PRN number, program name, and year of passing and the name of the university (NMU/DBATU/ Autonomous-Affiliated to DBATU)
  - Mention the number of transcript copies required and the purpose (e.g., higher studies, job application).
4. **Payment of Transcript Fees**
  - A **Demand Draft (DD)** should be drawn in favor of “**R. C. Patel Institute of Technology, Shirpur:**” payable at Shirpur.
  - Write your Name, Roll Number, and Contact Number on the back of the DD.
  - Keep a copy of the payment receipt for submission. The Transcript charges are as follows:

SN	Particular	Fees (in Rs.)
1	Transcription (On Pre-Printed Stationary) For 01 Copy (For Autonomous)	1000/-
2	Transcript For DBATU or NMU-5 Copies	500/-

5. **Submission of Application**
  - Submit the duly filled form along with supporting documents and fee receipt to the **Examination department**.

- **Take approval signatures of controller of examination, Dean International relations, Dy. Director and Director.**

#### **6. Processing Time**

- Transcript processing typically takes **7 to 15 working days**.
- Students will be informed via email, SMS or phone call once the transcripts are ready.

#### **7. Collection or Dispatch**

- You may collect the transcripts in person (presenting ID proof) or authorize someone with a signed authorization letter.
- **Only for Autonomous batch students:** If student wants Transcript Certificate by courier/post, additional postal charge of Rs.100 will be taken.