

	THE NORTHCAP UNIVERSITY	REVIEW DATE :
	IOM	SHEET 1 OF 1

STANDARD OPERATING PROCEDURE:

ONLINE APPLICATION FOR TRANSCRIPT AND DISPATCH OF DOCUMENTS

Introduction

1. A sizeable number of our Alumni are seeking migration to US/Canada, Australia, Europe and other foreign countries. In most countries the education details are verified by World Education Society (WES) and the society requires that transcript of student be dispatched directly to WES in a sealed envelope. In order to reduce avoidable wastages of time and financial resources a facility of provision and dispatch of documents is extended to Alumni.

Aim

2. To streamline the process of accepting online application and requisite charges towards dispatch of documents.

Procedure of Online Application and Dispatch of Transcript

3. **Payments.** Provide desired payments to avail online services as undermentioned:-
 - a) To Obtain Transcript: **Rs.1000/- for one original + 04 attested copies. Additional copy @ Rs.100/-**
 - b) Collection of Detailed Grade Sheet (DGS) after programme: **Rs.200/-**
 - c) Duplicate Detailed Grade Sheet (DGS): **Rs. 500/- alongwithself attested affidavit of Rs.10/-**
 - d) Duplicate Degree Certificate: **Rs.1000/-.** **Production of FIR for loss and self declared affidavit of Rs.10/-**
 - e) **Postage and Handling charges.** These charges will be in excess of the charges being paid for receiving the documents. These are being charged to cover postal and handling expenses. Alumni are at liberty to collect such documents physically if they so desire. Postage and handling charges are:-
 - (i) Inside India by registered post: **Rs. 250/-**
 - (ii) Outside India by registered post: **Rs. 1000/-, by speed post: Rs. 2000/- and by Fedex: Rs.2500/-.** **Alumni to provide details of WES Registration Number.**
4. **NCU FORM-35:-** To be filled by Alumni and pay prescribed fee to accounts department with under mentioned details:-
 - a) Name of Account Holder: **The NorthCap University**
 - b) Account Number: **82472010013980**
 - c) Name of the Bank: **Syndicate Bank, The NorthCap University, Gurgaon Branch**
 - d) IFSC Code: **SYNB0008247**
5. Asevidence of transfer of fund mail at id “coe@ncuindia.edu” and state your requirements.
6. It generally takes 04 working days but during examinations it may get delayed upto a week. After 04 working days acknowledge receipt of dispatched documents for tracking purpose else initiate a reminder mail on given email id.at Para 5.
7. For any clarification on the above, please call on +91 1244195258.



**Col. Bikram Mohanty (Retd.)
Registrar**