

**PROCEDURE FOR OBTAINING TRANSCRIPTS**

1. Student can place a request for transcript by writing email to the Registrar at [js.prakash@juet.ac.in](mailto:js.prakash@juet.ac.in) specifying the reason for which the same is required. These are issued only for seeking admission in foreign universities.
2. Student requesting for transcripts must provide the following details:
  - a) Name of the Student
  - b) Enrolment No.
  - c) CGPA of final semester
  - d) Year of Graduation
  - e) Programme of study
  - f) Department of study
  - g) No. of Transcripts required
3. Student has to pay following charges for obtaining transcripts:
  - a) Transcript charge ₹ 100/- per transcript
  - b) Postage ₹ 400/- for 10 transcripts and ₹ 600/- for above 10 and up to 20 transcripts.
4. Payment of charges:  
Payment, in total, may be made through Bank Draft drawn in favour of "JAYPEE UNIVERSITY OF ENGINEERING & TECHNOLOGY" payable at "Guna".

OR

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

**Account Holder Name : Jaypee University of Engineering & Technology, Guna**  
**Bank Name : AXIS BANK LTD**  
**Address : Guna (MP)**  
**Account Type : Current Account**  
**A/c No : 912010004617629**  
**IFSC Code : UTIB0000679**

If you pay/deposit the amount through net banking, you have to mail the reference number or transaction detail of the transaction at [vikas.shukla@juet.ac.in](mailto:vikas.shukla@juet.ac.in).

You may also post your application along with demand draft at the following address:

**Registrar**  
**Jaypee University of Engineering & Technology**  
**A.B.Road, P.B. No. 1, Raghogarh**  
**Distt. Guna (M.P.)**  
**Pin – 473226**  
**Ph. +91-7544-267051, 267310-312**



**REGISTRAR**

