

COLLEGE OF ENGINEERING PUNE
(AN AUTONOMOUS INSTITUTE OF GOVERNMENT OF MAHARASHTRA)

SECTION: EXAMCELL

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Procedure for Application for Transcripts

Application for transcripts

Students use an online system to apply for transcripts and send them to various destinations.

- 1) Students applying to US / Canadian Universities can send electronic transcripts that reach immediately and securely. The benefits of the online transcript service are –
 - No hassle of obtaining and posting multiple copies of paper transcripts
 - Much faster delivery of transcripts to the US Universities
 - Cheaper than sending paper copies
 - You will receive an acknowledgement of successful delivery of the transcript
- 2) Students who wish to send Hard-copies are also required to follow the same process of online application. Subsequently, they should identify recipients that they want to send hard-copies to. Hard copies of transcripts - attested, stamped and sealed by Controller of Examinations, COEP and will be sent by DHL express delivery to the desired destination directly.
- 3) Transcript requests will be processed twice a week.

Charges

- INR 1000 – pre-approval fees. You will receive the soft copy of your transcript on your email id once the exam cell approves your transcript.
- INR 1200/University to send e-transcripts to US Universities.
- INR 1800/University to send paper transcripts to overseas Universities by DHL or similar express delivery service
- INR 500/transcript if you choose to send it to an email id.

These charges can be paid on-line or offline depending on your preference.

How to apply for your transcript?

Please follow the steps given below:

1. Click on the link [Online Academic Transcripts](#) under the “Information” link on the website. This will bring you to the Document Request form.
2. Check the Transcripts option and fill in all the details on the form and click on “Submit Request” button.
3. Your application is now sent for approval to the concerned authorities in the college. Once it is approved (usually in 2-3 days), you will receive an email with a link that allows you to select recipients for your transcripts.
4. If you wish to send your transcripts to US/Canada/Europe/Asia Universities, double-click on the desired destination in the list box. A new window “Application Details” will pop up. Here you can select the option of sending electronic or hard-copy. In some cases only hard-copy option will be available. You can also specify your application id and upload a cover sheet if any and provide the university address. Your selection will get added to the “Selected Universities list”. You can select as many as you like one after the other.
5. If you wish to get a copy of the transcript on email, you can specify the email id. Click on “OK” button.
6. If you wish to send paper copies of transcripts to Universities that are not in the lists then specify the University names in the text field.
7. Click on “OK” button.
8. This will bring you to the Proceed to Payment page. Please note down your transaction id. You will need to complete the payment either online (credit/debit cards or net banking) or you could make an offline payment – i.e., a deposit into a bank account.
9. If you have any questions regarding your application kindly email the details to support@truecopy.in.

Other inquiries like MIS related problems (Name corrections, Mother’s name correction/addition, grade report problems, registration related problems and so on), request for special certificates or letters should be done through exam cell window during working hours.

Working hours are during 11:30 am to 1:30 pm and 3:30 pm to 4:30 pm, Monday to Friday.

Issued by – Controller of Examinations

College of Engineering, Pune - 411005