

Dear Student/Parent,

The following procedure has to be followed to get the transcripts from the O/o Directorate of Evaluation:

1. Get Xerox copy (black & white) of all your Grade Cards, PCMG & Original Degree
2. Download „Transcript Application“ at <https://cdl.gitam.edu/Downloads.aspx> under Certificates (SI No.6) and fill-up all the columns
3. Go to <https://eweb.gitam.edu/cdlreceipts/> and enter your Regd. No; click „Get data“ and select „Certificate“ and go to „SI No.2“ and enter in “Count” (Count means – No.of Grade cards, PCMG and Original Degree) and put a figure in “Sets” column” (Sets means = No.of sets you require) and press „Proceed“ button for payment option.
4. In payment section, you can pay through Debit card / Credit card/ Internet Banking and save the generated challan.
5. Enclosures to the filled in Application: 1) Send Xeroxed certificates (Set-wise)  
2) Paid challan
6. To take the Transcripts :

In person – Need not pay any postal charges

If required by post – Need to pay Postal charges of Rs.160/- additionally (To post within India only).

7. **WES** (World Education Services) –

If the students require WES form along with signed Transcripts to be signed by the Controller of Examinations are required to pay Transcripts fee + Rs.300/-. The O/o Controller of Examinations will attest the Transcripts and WES form keeps in a cover and sealed.

The WES (Canada/America) address along with Directorate of Evaluation address shall also be printed on another cover and handed over to the student/authorized person of the student to post/courier themselves in Visakhapatnam only.

For any further queries contact: 0891-2840226

Best Regards

Prof.Ch.Sumanth Kumar  
Controller of Examinations  
GITAM (Deemed to be University), Visakhapatnam