



**DIRECTORATE OF EVALUATION  
GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)**

(Deemed to be University)

Visakhapatnam | Hyderabad | Bengaluru

**Procedure for Transcripts & sending Transcripts to  
WES/ Foreign Universities**

**Part – A. The procedure to be followed to get the *TRANSCRIPTS*:**

1. **Online Payment:** Go to link <https://onlinedoereceipts.gitam.edu/> and enter your Regd. No; XXXXXXXXXXX, later you will get **ODP (One Day Password)** then login in the portal and fill your latest address completely to move forward and save the data. Click on the certificates and select Transcripts later select count and number of set(s) as per your requirement and click proceed button for payment option.
2. The following documents to be submitted
  - a. Filled in Application
  - b. Black & White Xerox copies of all certificates (Set-wise) including Backlogs
  - c. Paid challan
3. **Postal Charges:** Postal charges of Rs.160/- additionally to be paid, if required through post with in India only. (Select the column for payment of postal charges, which is made available extreme right side of the same column).

**In-Person:** No need to pay any postal charges, to take from the O/o Directorate of Evaluation.
4. All the sets of transcripts shall be handed over/post in a sealed cover.

**Part – B. Electronic transfer of transcripts to WORLD EDUCATION SERVICES (WES)/ Foreign Universities:**

1. The students are required to submit;
  - a) Duly filled in WES form along with paid challan for Rs.300/- by selecting WES Application fee at <https://onlinedoereceipts.gitam.edu/> .
  - b) Duly signed Transcripts, if already taken **or** apply for transcripts (as per Part A) along with WES form.
2. The WES (Canada/America) address (To) shall be printed on the cover along with Directorate of Evaluation address (From) and handed over to the student/authorized person **to post/courier themselves from Visakhapatnam only**.
3. To transfer the scanned transcripts **electronically to WES** or to any **Foreign University** from the **Controller of Examinations**, need to submit online challan for Rs.500/- by selecting WES email to Canada/US & other foreign Universities in the link <https://onlinedoereceipts.gitam.edu/>. Submit duly signed Transcripts, if already taken or apply for transcripts (as per Part A) along with WES form.

**For any further queries contact: 0891-2866426 / 0891-2840226**

- **Controller of Examinations**