

JAYPEE UNIVERSITY OF ENGINEERING & TECHNOLOGY, GUNA

A.B. Road, Raghogarh, Guna (M.P.)

PROCEDURE FOR OBTAINING DOCUMENTS INCLUDING TRANSCRIPTS AND WES

1. Student can place a request for transcript by writing email to the Registrar at arjun.rawat@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 dispatch of various documents i.e. degree, transcripts by courier.
 - c) For dispatch of WES documents through courier ₹ 4200/- be paid.
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
Address : Shri Maheshwari Mills Compund, Ground Floor,
A.B. Road, Guna - 473001
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.

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

Registrar
Jaypee University of Engineering & Technology, Guna
A.B.Road, P.B. No. 1, Raghogarh
Distt. Guna (M.P.)
Pin – 473226
Ph. +91-7544-267051, 267310-314



REGISTRAR