



Date: - 01/06/2017

Notice

Process for e-transcripts and education verification:-

- 1) First create and submit your transcript for approval online based on the suitable template available on the college website (www.mgmmumbai.ac.in).
- 2) After filling data and uploading transcript for approval, it will be directed to a payment gateway for making an online payment.
- 3) There is a one-time fee for getting the transcript approved (Rs 900). Once the payment made, the document is reviewed.
- 4) After the transcript is approved by the College, e-mail is sent with a PDF copy of approved transcript. This PDF can be used as an 'unofficial transcript' to upload with online-application to US universities.
- 5) This approved PDF will also be retained with the college for future use if required.

For sending official transcripts to universities in US / Canada / Europe, the following options are available,

1) **e-Transcript:** The Institute can directly send e-Transcripts to most universities in US which are accepted as official transcripts. To send e-Transcripts, apply online by specifying the recipient of university, and the e-Transcript will go directly from the College. The acknowledgement will be sent for same in email usually in 2 days. There is a charge of Rs 850/- for e-Transcripts per destination.

2) **Paper Transcripts:** A pack of official paper transcripts individually sealed in envelopes will be available in this option. These can be picked up directly from the college or can have them couriered to a destination. Courier and processing charges apply. Charges per copy of transcript are Rs 500.

3) **Education Verification:** Education verification is done online through following,

1) Submit education details of student for education verification process online on the college website education verification link. There is charges of Rs 1500/-

2) College will complete verification process within 15 days.

CM


Principal