

# Certificate request from Student Login

## Introduction

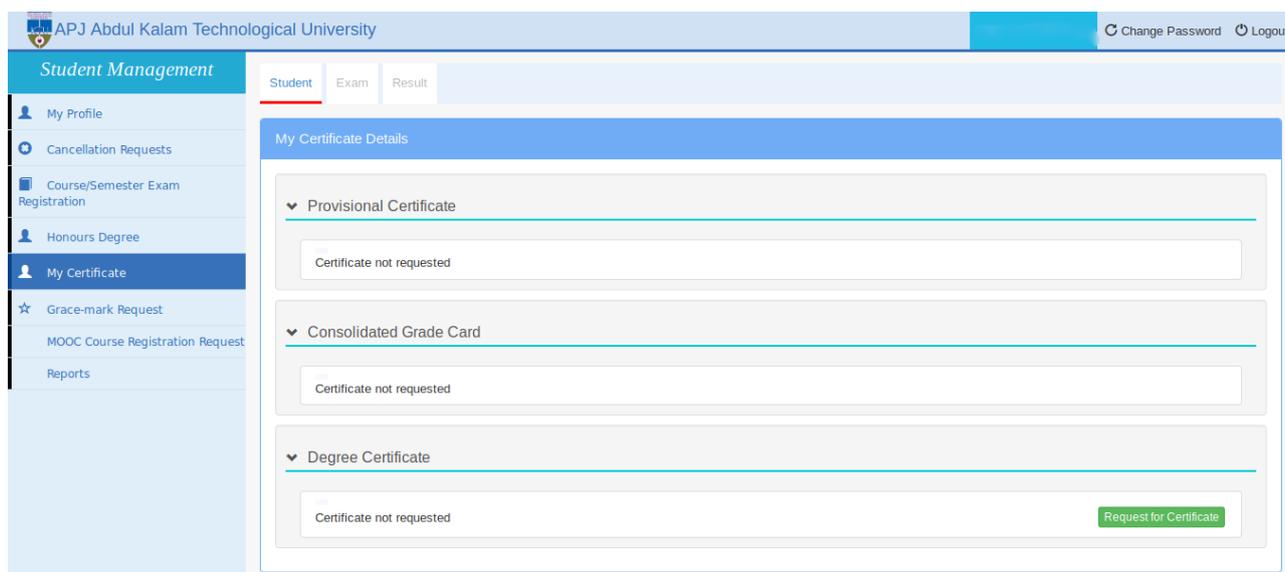
Certificates such as Degree Certificate, Official Transcript and Position Certificate can be requested from the Student login itself. University can view the request, approve the request and generate the certificate.

A fee may or may not be applicable for a request, this is based on the process priority of the request – such as Normal, Fast Track, Express and so on. Once the request is approved by the University, the certificate shall be issued.

Each status of the request can be viewed by the student – such as Request Approved, Certificate Dispatched etc.

## Viewing Certificate Request Details

Students can view the request details of the various certificates that are provided by the University by clicking on the **My Certificates** menu on the left.



## Degree Certificates

Students who have degree eligibility and no fee dues can request for their degree certificate through the portal after providing the following details in the portal.

If a student has not completed his/her degree, the message **“You cannot request for the certificate, as you do not have degree eligibility”** will be displayed.

For Students who are degree eligible, but have fee dues, the message displayed will be **“You cannot request for the certificate as you have fee dues. Please contact your college and get your fee dues cleared”**.

APJ Abdul Kalam Technological University

Change Password Logout

Student Management

Student Exam Result

My Certificate Details

You cannot request for certificate, as you have fee dues. Please contact your college and get the fee dues cleared

My Profile  
Cancellation Requests  
Course/Semester Exam Registration  
Honours Degree  
My Certificates  
MOOC Course Registration Request  
Grace-mark Request  
Reports

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If the student is degree eligible and has no fee dues, he/she is directed to the page where the communication details are to be entered for dispatching the degree certificate.

## Position Certificates

Position Certificate is to be issued only to top 2% of students in each branch. Position certificate eligibility is only for students who completed degree through the final end semester exam of the UG program.

If a student who is not in the generated position list tries to request position certificate, it will not be possible. The message **“You cannot request for the certificate, as you do not have eligibility for position certificate”** will be displayed.

If position list for the student’s branch is not generated or generated list is not approved, then student will not be able to request for position certificate. The message **“You cannot request for the certificate, as the positions for your branch are not generated”** will be displayed.

If a student who has fee dues tries to request position certificate, it will not be possible. The message **“You cannot request for the certificate, as you have fee dues”** will be displayed.

## Requesting for a Certificate

To request for a new certificate, click the ‘Request for Certificate’ button against the particular certificate. This button appears only if the certificate has not been requested so far.

## Providing Certificate Request Details

**Mobile Number:** Must be of 10 digits without entering any country code

**Email:** Should of the format [email@gmail.com](mailto:email@gmail.com)

**Address to which the certificate is to be delivered:** Address provided should the one to which the requested certificate is to be sent via post

**City:** City of the given address

**State:** State of the given address

**Pin Code:** 6 digit pin code

**Profile Photo:** Here, the student's profile photo is displayed

**Address to which transcript is to be Addressed:-** This field is to refer the address of the Institution/Company to which transcript is to be surrendered .

**Purpose Of Transcript :** - Field is to enter the purpose to which transcript is requesting.

**Change Photo:** Here, the student can upload a different photo of the mentioned format, which will appear in the certificate (this option is only for certificates with photos)

**Process Priority:** Here the student can choose the process priority for certificates (the available priorities depends on the type of certificate)

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**Student Management** Student Exam Result

- My Profile
- Course/Semester Exam Registration
- Honours Degree
- My Certificates**
- MOOC Course Registration Request
- Grace-mark Request
- Reports

**Student Certificate Request Details**

▼ **Basic Details**

Name: [Redacted]  
 Register No: [Redacted]  
 Degree: B.Tech (Full Time)  
 Branch: ELECTRONICS & COMMUNICATION ENGG  
 Institution: [Redacted]  
 Requested Certificate: Degree Certificate

▼ **Communication Details**

Mobile Number:   
 Email:   
 Address to which the certificate is to be delivered:   
 City:   
 State:   
 Pincode:   
 Certificate Photo:   
 Change Photo:    
 Format : .jpg, Max File size : 30 kb, Dimensions: 213px X 272px

▼ **Process Priority**

Process Priority:

Process Priority	Fees
Normal (No Fee Will be Charged)	No fee will be charged
Fast Track (Dispatch within 10 working days Rs.1500 will be charged)	Rs.1500.00
Express (Dispatch within 3 working days Rs.4500 will be charged)	Rs.4500.00

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The fee applicable for the certificate will vary according to the certificate type and process priority applicable. The submission steps will differ based on the fee applicability.

## Submitting the Certificate Request

### Steps to be followed if no fee is applicable

Now, we will discuss the steps to be followed if you choose a process priority for which no fee is applicable. After entering profile details, click the **Preview and submit button** to view the student details as shown below.

APJ Abdul Kalam Technological University Change Password Logout

**Student Management**

My Profile  
Course/Semester Exam Registration  
Honours Degree  
**My Certificates**  
MOOC Course Registration Request  
Grace-mark Request  
Reports

Student Exam Result

### Student Certificate Request Details

**Basic Details**

Name	
Register No	
Branch	<b>ELECTRONICS &amp; COMMUNICATION ENGG</b>
Degree	<b>B.Tech (Full Time)</b>
Institution	
Requested Certificate	<b>Degree Certificate</b>
Fees	<b>INR 0.00</b>

**Communication Details**

Address to which the certificate is to be delivered	<b>tvm</b>
City	<b>tvm</b>
State	<b>Kerala</b>
Pincode	<b>789658</b>
Email	<b>t@gmail.com</b>
Mobile Number	<b>7894651329</b>
Certificate Photo	

Process Priority **Normal (No Fee Will be Charged)**

I, hereby, declare that, the entries made by me in the Application Form for the request of certificate are complete & correct and true to the best of my knowledge.  
 I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of the University.

[Change](#) [Final Submit](#)

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After checking the details, the user can click the **Final Submit Button** after accepting the disclaimer shown. Once the certificate request is submitted, the request number is generated as shown in the below screenshot.

APJ Abdul Kalam Technological University Welcome VISHNU SASIKUMAR Change Password Logout

**Student Management**

My Profile  
**My Certificates**  
Reports

Student Result

### Certificate Request Details

Your request for **Degree Certificate** is submitted successfully

Your Request Number is **330179**

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**Steps to be followed if a fee is applicable**

If the student chooses a process priority for which a fee is applicable, the fee details can be viewed as shown. In this case, the request submission will be complete only after making the online fee payment also from the student's login.

APJ Abdul Kalam Technological University Change Password Logout

**Student Management**

Student | Exam | Result

**Student Certificate Request Details**

**Basic Details**

Name: [Redacted]  
 Register No: [Redacted]  
 Degree: B.Tech (Full Time)  
 Branch: ELECTRONICS & COMMUNICATION ENGG  
 Institution: [Redacted]  
 Requested Certificate: Degree Certificate

**Communication Details**

Mobile Number: 7894651329  
 Email: t@gmail.com  
 Address to which the certificate is to be delivered: tvn  
 City: tvn  
 State: Kerala  
 Pincode: 789658  
 Certificate Photo:   
 Change Photo: 5174\_PHOTO.jpg   
 Format: .jpg, Max File size: 30 kb, Dimensions: 213px X 272px

**Process Priority**

Process Priority: Fast Track (Dispatch within 10 working days Rs.1500 will be charged)

Process Priority	Fees
Normal (No Fee Will be Charged)	No fee will be charged
Fast Track (Dispatch within 10 working days Rs.1500 will be charged)	Rs.1500.00
Express (Dispatch within 3 working days Rs.4500 will be charged)	Rs.4500.00

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When the **Preview and Submit** button is clicked, the below screen is displayed.

APJ Abdul Kalam Technological University

Student Management

Student Exam Result

My Profile

Course/Semester Exam Registration

Honours Degree

My Certificates

MOOC Course Registration Request

Grace-mark Request

Reports

Student Certificate Request Details

**Basic Details**

Name

Register No.

Branch **ELECTRONICS & COMMUNICATION ENGG**

Degree **B.Tech (Full Time)**

Institution

Requested Certificate **Degree Certificate**

Fees **INR 1500.00**

**Communication Details**

Address to which the certificate is to be delivered **tvm**

City **tvm**

State **Kerala**

Pincode **789658**

E-mail **k@gmail.com**

Mobile Number **7894651329**

Certificate Photo

Process Priority **Fast Track (Dispatch within 10 working days Rs.1500 will be charged)**

I, hereby, declare that, the entries made by me in the Application Form for the request of certificate are complete & correct and true to the best of my knowledge.

I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of the University.

Change Submit and Make Payment

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Here, when the button **Submit and Make Payment** is clicked, the user is redirected to the online payment page as shown below.

## Official Transcript

### There are Slight changes in requesting Official Transcript

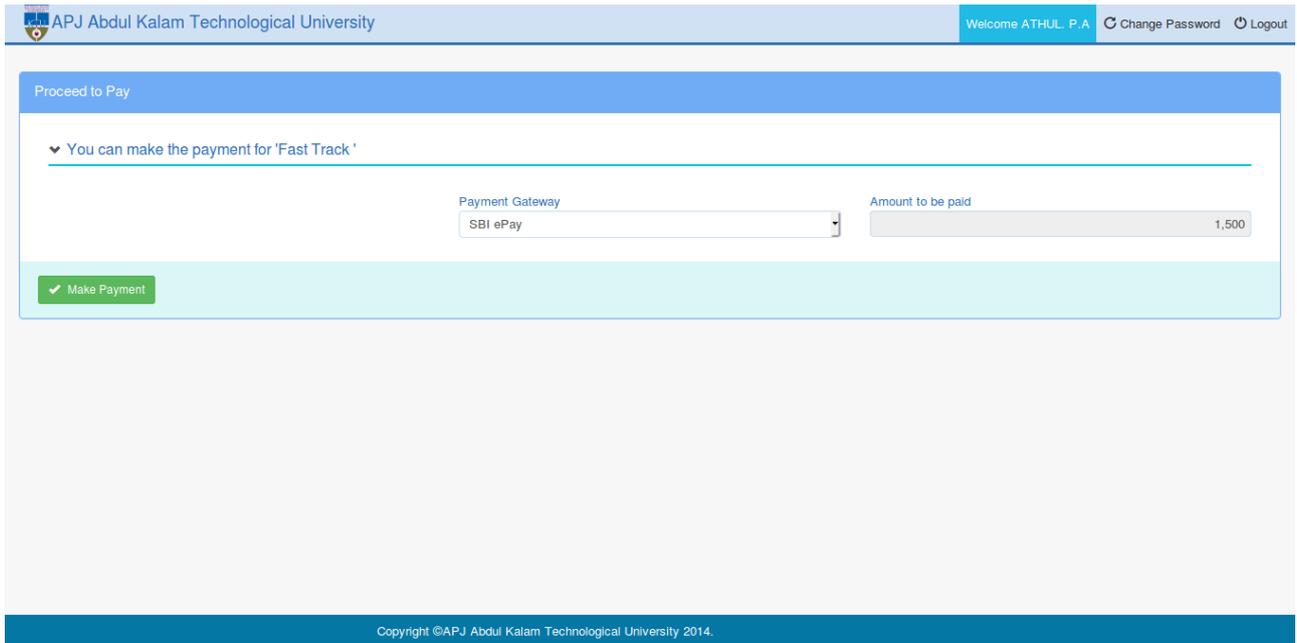
Students can request Transcript up to eligible semester

For example :-

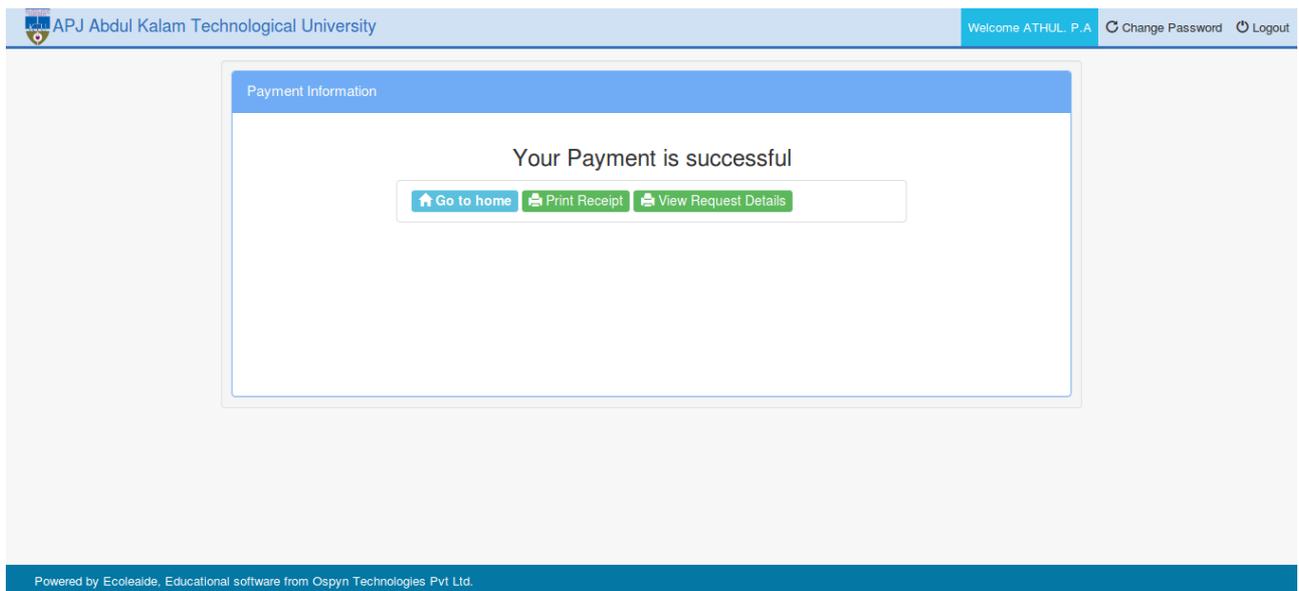
If a student has completed up to semester s6 without any backlogs and he/she can request transcript up to s6 ,by default eligible semester is displayed in **add student certificate Request** page

Note : - if student has completed up to s6 and s8 without backlogs but has backlogs in s7 he cant request for transcript up to s8

This rule also applicable for other programs also if students has backlogs exist in-between semester then he/she can apply only up to previous semesters which is having no backlogs



If the payment is successful, a Success message is displayed and the students can print their receipt from the below screen.



Then the student can view their request details from **View Request Details** Button.

### **Request Approval by University**

Once University reviews and approves the request, the certificate will be issued as per the process priority of the request.

### **Request Rejection by University**

If the University rejects the certificate request of the student, then the student can resubmit the request. If a fee was applicable for the process priority chosen initially by the student, no change is

possible for the process priority before resubmission. However, if no fee was applicable for the process priority chosen, the request can be resubmitted with a revised process priority.

## My Payment Transaction Menu

The students can view the payment transaction details by clicking `My Payment Transaction` menu.

The screenshot displays the 'Student Management' interface of APJ Abdul Kalam Technological University. The left sidebar contains a navigation menu with options: My Profile, Course/Semester Exam Registration, Honours Degree, My Certificates, MOOC Course Registration Request, Grace-mark Request, My Payment Transactions (highlighted), and Reports. The main content area is titled 'Payment Transactions' and includes a search form with 'Payment Type' and 'Status' dropdown menus and a 'Search' button. Below the search form is a table with the following data:

Process	Transaction Number	Amount	Payment Mode	Status	Print Receipt
Btech Certificate	70067-testoffline	1500.00	NA	SUCCESS	

Below the table, it states '1 items found, displaying 1 to 1.' and includes pagination controls: '<< < 1 > >>'. The footer of the page reads 'Copyright ©APJ Abdul Kalam Technological University 2014.'

Students can take the receipt of successful transactions from the **Print Receipt** button.