

Section 1: Instructions to [GCArch Alumnus](#) for Transcript application on GUMS portal and follow up at College office.

[Click to Apply Online](#) (Inform the college office upon submitting a transcript request)**

[Click here for detailed procedure to apply for transcripts.](#)

1. Candidates who wish to apply for Transcripts and other certificates are required to apply online by paying the prescribed fees.
2. On submission of the application, the College/ Department will verify the application and documents, if issued by the College/Department and thereafter submit the request to the University.
3. Candidates must apply at least a month in advance.
4. Transcripts will not be sent by post and must be collected from the office.
5. Documents to be uploaded:
 - ↘ Photocopy of all statement of marks
 - ↘ Convocation Degree or Passing Certificate [For WES Certification Convocation Degree is mandatory]
 - ↘ Students applying for WES/other agency verification have also to apply for issue of transcripts
 - ↘ Internship Certificate, if applicable

Payment Instructions

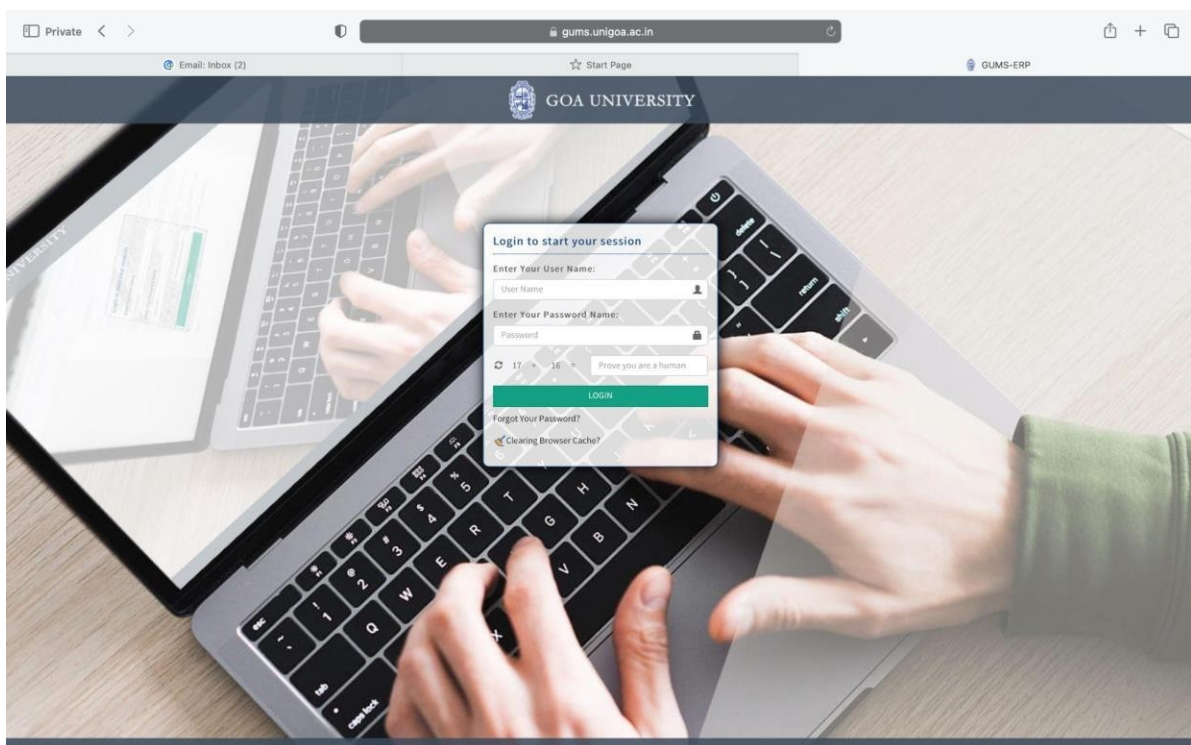
1. Candidates shall be required to make payment of the prescribed application fees Online through Credit Card or Debit Card or NET Banking of any Bank. Please note that there shall be an additional processing charge for online payments as follows:
 - ↘ Credit Card: 1.00% of the application fees plus the service tax as applicable.
 - ↘ Debit Card: 0.75% plus taxes for application fee upto Rs. 2000.
 - ↘ NET Banking: Rs. 10.00 per transaction.
2. Fees once paid will not be refunded (full or partial) under any circumstances.
3. Candidates who have been issued transcripts may apply for additional copies by paying the requisite fees.
4. In case of any queries, please send in your queries to argeneral@unigoa.ac.in or call the Academic General Section on the following contact numbers: 8669609064 and 8669609025 (from Monday to Friday, between 10.00 AM to 1.00 PM and 2.00 PM to 5.00 PM)

Section 2: Instructions to GCArch Exam Section for Transcripts approval on GUMS portal.

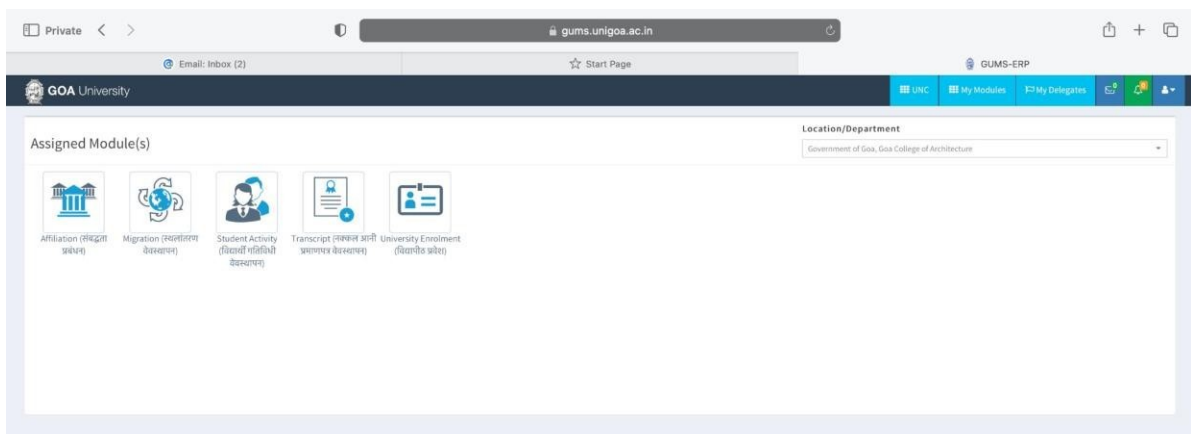
1. Login to the GUMS portal using college

credentials Url: <https://gums.unigoa.ac.in/gums/#/>

Enter the username and password along with the captcha

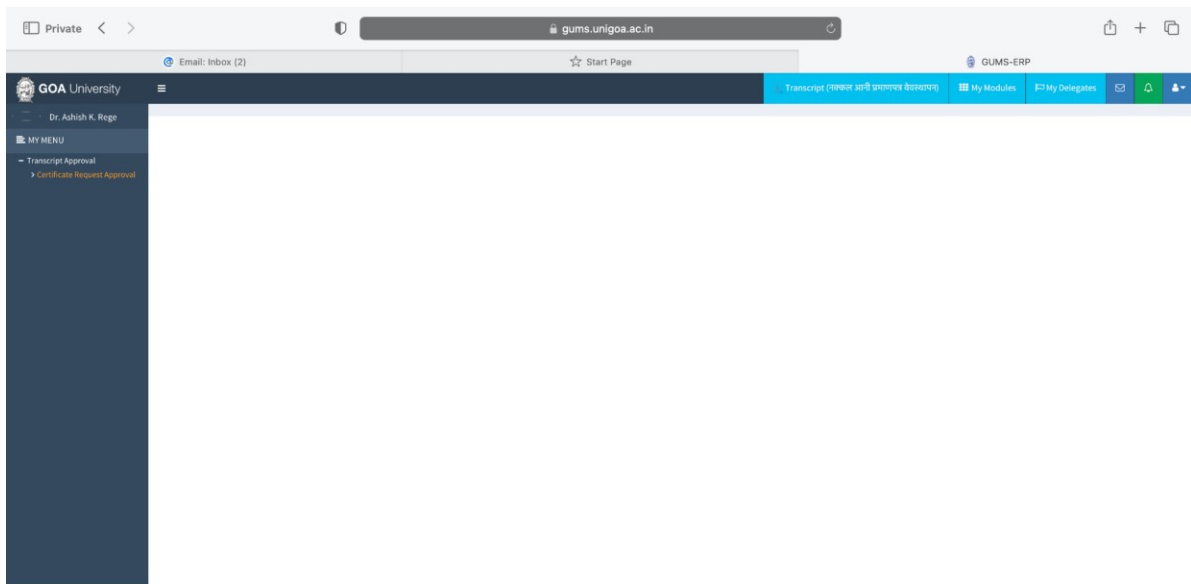


2. Upon successful login, select the 'Transcripts' option under the modules



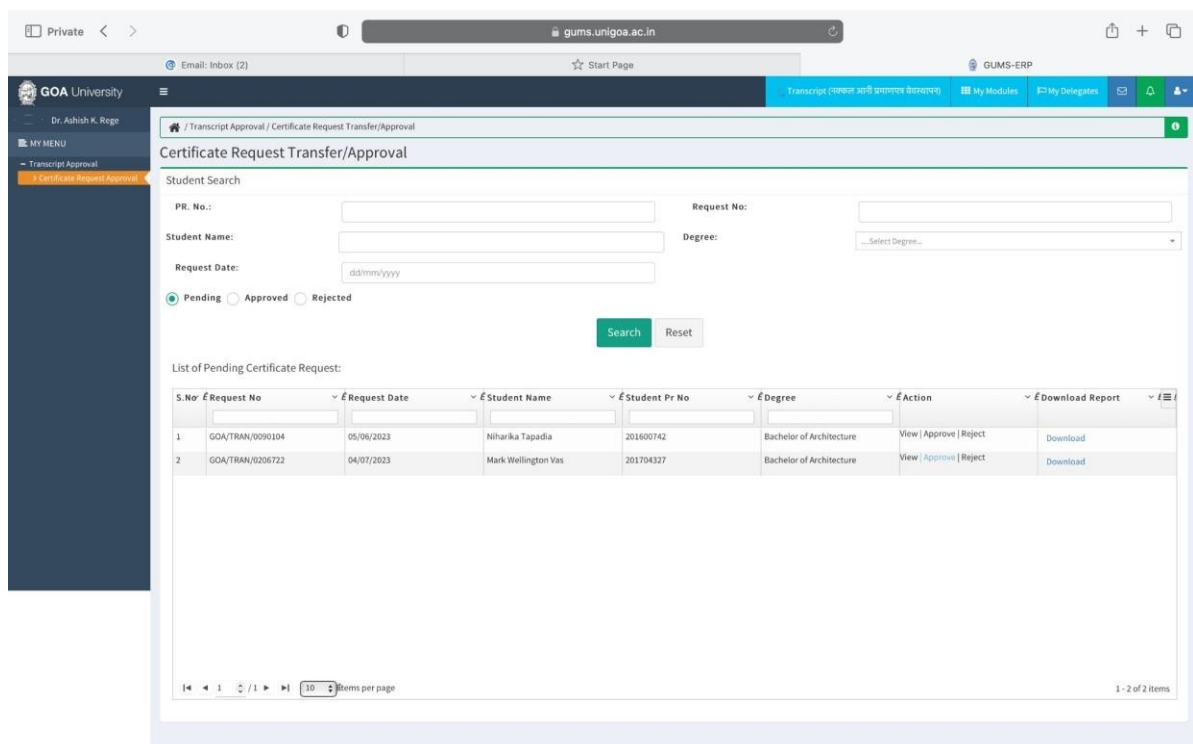
3. On the next page, select 'Transcript Approval -> Certificate Request Approval' from the left hand side menu as shown below:

Transcript Application and Approval Process Handbook



Open #/certificateapproval on this page in a new tab

4. Upon doing so, a list of pending certificate requests will be shown in a table.



Under the 'Action' column,

1. Select the Download button in the 'Download Report' column to see and verify the details submitted by the students.
2. Select the 'Approve' or 'Reject' button to approve/reject the transcript request.