



NCHMCT TRANSCRIPT GUIDELINES

Please follow the under mentioned procedure/ guidelines for issuance of NCHM transcript:

1. Fill up the prescribed transcript application form attached and send it to us with the following documents:
 - a) Scanned copies of ALL mark sheets & Degree / Diploma issued by NCHM only. (Provisional mark sheets are not accepted.)
 - b) Scanned copy of the WES form indicating your WES number (if applying for WES Canada)
 - c) Scanned copy of the Degree Certificate issued by IGNOU for verification.
 - d) Screenshot of the NEFT transfer receipt (which contains the transaction reference/ id / UTR No. with date)

Send us the duly filled application form along with the necessary documents to transcript.nchm@gmail.com only. Avoid sending special emails to the Director (Studies) email address for transcript.

2. **Transcript Fee:** The fee for transcript would be applicable as under:

Particulars	Fee (in rupees)
Original transcript (for all courses except M.Sc. in HA)	500/-
Additional copy of transcript	150/- per copy
Postage charges International	1,500/- per copy*
Postage charges domestic	50/- per copy

*We shall be sending **ONLY** the soft copy of the transcript to **WES Canada** as per WES new guidelines. Therefore, **no postage charges will be applicable for soft copies of transcripts sent to WESCanada.**

3. **Payment mode:** The fee needs to be credited to Council’s account through online mode/ NEFT only as per details mentioned in Transcript Application form attached.

4. **Please note:**

- Transcript will not be issued if documents are incomplete.
- All mark sheets are mandatory.
- Transcript will be issued within 30 working days from the date of receiving application with all required documents & complete payment.
- 1 (One) set of transcript will contain: (Transcript of NCHM component including brief of Course concerned, Teaching & Exam Scheme + verified copies of all NCHM Mark sheets only).
- NCHM will only send to WES the NCHM transcript and verified mark sheets issued by NCHMCT. For IGNOU transcript, you need to apply separately to IGNOU. (Check IGNOU website/ Contact IGNOU at <http://www.ignou.ac.in/userfiles/Official%20Transcript%20form.pdf>)
- Ensure all the scanned copies are clear and legible. Mark sheet No. at top right corner and NCHM official signatures at the bottom should clearly be visible on your all mark sheets.
- Fee once paid will not be refunded. Please ensure your documents are complete in all respect before applying for transcript.



TRANSCRIPT APPLICATION FORM

Candidate Name(IN CAPITAL – as per mark sheet)_____

NCHMCT Roll No:_____ Institute Name:_____

Degree/Diploma awarded: _____

Batch {year(s)}:_____ Mobile No:_____

Dispatch Address: (on which transcript needs to be sent):

If Additional copy/copies of transcript required: YES\ NO

If yes, then please mention the address and No. of copy/copies required:

WES Number (only for WES applicants)_____

Amount paid:_____

Transaction details with UTR No: _____ dated _____

**(Note: Amount is to be credited to Saving Bank A/c No. 2886101000127,
Account Holder Name: National Council for Hotel Management & Catering Technology, NOIDA,
Bank Name: CANARA BANK, Branch address: 1A/40, H BLOCK, SECTOR-63, NOIDA (U.P)- 201301,
IFSC- CNRB0002886, MICR Code:110015178)**

Candidate signature & date

FOR OFFICE USE ONLY

a) The particulars of the candidate have been verified and found correct.

Verified by AD(T) with date

b) The amount of rupees _____ have been received vide Receipt No. _____
dated _____.

Accountant signature & date



Academic Records Request Form

A. For Applicants: This form is provided to facilitate the release of your academic records by your academic institution. You are responsible for contacting your academic institution directly.

- 1) Complete the top part of this form. You must include your WES reference number.
- 2) Submit this form to the registrar/controller of examinations or other authorized official where you obtained your credential(s).
- 3) Print additional copies of this form as necessary.

WES Reference No. (required)		
Last/Family Name	First/Given Name	
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy)	E-mail
Institution Name	Country	Dates Attended From _____ To _____ (mm/yyyy) (mm/yyyy)
Degree Name (if applicable)	Year of Award (if applicable)	Major
Student ID or Roll Number at sending institution (if applicable)		

I hereby authorize the release of my academic records to World Education Services.

Applicant's signature: _____ **Date:** _____

B. For Authorized Officials: The person named above requests that their academic records be released to World Education Services. His or her records/statement of marks should show all subjects completed and all grades/marks awarded for all years of study.

- 1) Please complete this form.
- 2) Place this form and academic record(s) in an envelope.
- 3) Sign and seal the envelope across the back flap.

Institution Name:	
Degree obtained: (if applicable)	Date awarded: (month/yr)
Name of Official Completing Form: (please print or type)	Title:
Telephone:	Email:

Authorized signature and seal: _____ **Date:** _____

Yes. The applicant's academic records are attached to this form.

Please send this form and academic records directly to WES at the address below:

WES Reference No. _____
 World Education Services
 Attention: Documentation Center
 2 Carlton Street, Suite 1400
 Toronto, ON M5B 1J3
 Canada

Document Submission Checklist

Please use this checklist as a guide to ensure that the documents meet WES requirements. Documents not received as specified will delay your credential evaluation.

Remember to:

- Carefully follow the **document requirements** for your country of education.
- Use the **Academic Records Request Form** (optional).

BEFORE Sending Your Documents:

- Make sure that your transcripts are complete. Transcripts must show: all subjects taken, grades received for each subject, and for each year you were in the program.
- Make sure that academic records include the correct spelling of your name. The WES evaluation will indicate the name and date of birth shown on your academic records.
- Make sure that all documents that are sent to WES are clear and legible.

WHEN Sending Your Documents:

- Make sure that your WES reference number is indicated on all envelopes.
- Make sure that your transcripts are placed in an envelope that is signed and sealed across the back flap by the institution preparing the documents.
- Send only academic records issued by recognized academic institutions. WES does not evaluate occupational or trade qualifications.

Please Do NOT Send:

- Personal photocopies of transcripts.
- Original documents, unless specifically requested by WES.
- Documentation regarding non-formal training or work experience.