

PROCEDURE FOR ISSUANCE OF TRANSCRIPTS

The candidates passing the Diploma Courses are advised to follow the procedure stated below for issuance of Transcripts for higher education / jobs / PR in foreign countries:

1. Submission of written application by the candidate for issuance of Transcripts mentioning purpose viz. Higher Education, PR, employment etc. alongwith complete address of foreign university / institution / verifying organization and the reference number in the name of **The Secretary, Haryana State Board of Technical Education, Bays 7-12, Sector-4, Panchkula – 134112, (HARYANA)**.
2. Minimum Two sets of Clear photocopy of DMC's of all semesters and Diploma Certificate issued by HSBTE, Panchkula are to be submitted along with the application.
3. Fee of **Rs. 2000/- as Postal Charges for postage abroad and Rs.750/- as Processing Fee for each set** is to be deposited with fee code TRFEE in any PNB branch through Challan available on website hsbte.org.in for issuance of Transcripts.

Fees for Issuance of Transcripts	Rs. 2000/ Postal Charges	Rs. 750/- per set of Transcript
For example, if transcripts are to be sent to USA, the candidate shall deposit 2750/- and in case the candidate intend issuance of one set for his/her self then Rs. 750/- processing fee shall be deposited for such additional set.		
Note: The original copy of Challan is to be submitted alongwith the application. The candidates may also pay the applicable Transcription Fee through the POS (Credit/ Debit Card) machine available at the Board office at Panchkula.		

4. The Board shall process the documents submitted by the candidate within 7 working days. The duly signed and sealed Transcripts will be sent to the destination Agency / University by the Board through Speed Post only.