



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
HERITAGE INSTITUTE OF TECHNOLOGY**

PROCEDURE TO GET TRANSCRIPT/S

Obtaining Transcripts:

1. Students have to log in the Institute website i.e. www.heritageit.edu
2. Students have to click the Examination Portal and fill up the Application Form for transcript.
3. Students have to pay the requisite fees@ Rs. 1000/- (One thousand) only per transcript.
4. Students have to upload all the semester grade cards.
5. COE Department will then process to obtain the transcripts . Normally, it takes 21 (Twenty one) working days to get the transcripts.
6. Transcripts will be handed over directly to the candidate or to his/her parents.

Students should carry the following documents with him/her:

Original Registration Certificate/Original College Identity Card of the student.

Authorized person should carry the following documents with him/her:

1. Authorization letter from the student concerned.
2. Original Registration certificate/ Original College Identity Card of the student concerned.
3. Original and Photocopy of Photo Identity Card of authorized person amongst the following documents:
Aadhar card/Voter Card/Pan Card/Driving License.

**Prof. N.P. Nayak
(Controller of Examinations)**