

## INSTRUCTIONS

Click the below mentioned link and register yourself with Goa University Management System (GUMS) portal by entering your PR number mentioned on the final year marksheet/passing certificate along with other required details.

<http://gums.unigoa.ac.in/gums/#/studentregistration>

Once you receive a login ID & password via email/SMS, you can login in to the GUMS portal. In case login ID & password is not received kindly contact the office on below mentioned Phone numbers.

Fill all the required details and make sure you follow the steps mentioned below:

1. Read the instructions carefully.
2. Click the correct radio button, if you have passed out from a college, then click the **College** radio button or else if you have completed your programme from the University department/School, click the **University** radio button.
3. Select your **College/Department of Goa University & Programme** studied correctly.
4. Upload **clear** scanned mark sheets, passing certificate & convocation degree certificate (in PDF format) along with your passport size photograph. Ensure that you all the uploaded mark sheets are clearly readable. *Application containing blurred images which are unreadable will not be accepted.* Also take a note that, if any of the mark sheet is found missing, the application will be directly rejected and you will have to repeat the whole application procedure along with payment.  
**In case if there is a grading system printed on the back side of the mark sheet, then it's scanned copy is also needed to be uploaded under additional documents.**
5. Select the type of document you wish to apply for, such as only Transcript, only WES or Transcript with WES/other agency verification or Medium of Instruction. You can apply for different document by clicking on the **add more** button.
6. Candidates applying for WES/other agency verification have to upload the duly filled and signed respective Academic Records Request Form.  
**[Note: WES form/ Academic Records Request Form is available on WES Website.]**
7. Kindly note that WES verification shall be done only if the Convocation Degree Certificate is uploaded.
8. Click on the "Submit for payment" button & proceed with the online payment. Once you get the message "Payment Successful" via email/SMS, **you are required to follow up with your respective College/Department office and request them to verify your application and forward it to the University.** In case you do not get the "Payment Successful" message please wait till one more working day or send a mail to [ipacademic@unigoa.ac.in](mailto:ipacademic@unigoa.ac.in) or call on 8669609058 for any fee payment related queries. **(Do not re-attempt for payment) Fees once paid will not be refunded (full or partial) under any circumstances.**
9. The final document (transcript/WES/Medium of instruction) will be issued **within 30 days from the date of verification of documents by the respective college/ School.**
10. A certified copy of the convocation degree certificate will be enclosed in the sealed envelope only if the candidate applies for WES/other agency verification.
11. In case you are applying for partial transcripts, please mention it under "Remarks" in the application.
12. Once the transcript is ready the candidate will receive an alert Email/SMS. If the candidate is unable to come personally he/she has to inform us accordingly and email us an authority letter with an id proof of the authorized person.
13. The Transcript/WES/Medium of instruction is to be sent by the applicant through the Sub-Post office in Goa University campus. Kindly note that the post office accepts the postage from morning up to 1pm. The University will not post the documents.
14. If the same is to be sent electronically to WES by this office, then mail us accordingly once the transcript is ready.

### **Contact details :**

**Application related queries :** 8669609064/8669609025 or mail us on [transcript@unigoa.ac.in](mailto:transcript@unigoa.ac.in)

**Technical issues along with payment issues:** 8669609058 or mail us on [ipacademic@unigoa.ac.in](mailto:ipacademic@unigoa.ac.in)