

**Procedure for getting various document from institute for passed out students**

**EDUCATION VERIFICATION**

1	Company Letter or Organization letter
2	Final year Marksheet xerox attested
3	Verification Fees Rs.500/- cash or DD
4	DD in favour of "Director Walchand College of Engg., Sangli

**TC/ LC**

1	Application to Director
2	Final year Marksheet xerox attested
3	TC/LC Fees Rs.90/- cash or DD
4	DD in favour of "Director Walchand College of Engg., Sangli
5	Self address Envelop with Rs. 35/- Post Stamp for post or By Hand

**MIGRATION**

1	Application to Director
2	Final year Marksheet xerox attested 2 copy
3	(Duplicate) TC/LC Fees Rs.90/- cash or DD
4	DD in favour of "Director Walchand College of Engg., Sangli
5	One Self address Envelop & One Self address Envelop with Rs.10/- Post Stamp
6	Admission Proof attested 2 copy
7	If Already TC taken TC xerox attested 2 copy
8	Shivaji University Migration Form
9	University Migration Fee Rs. 130/- DD In Favour of "Finance & Account Officer Shivaji University Kolhapur"

**TRANSCRIPT**

1	Application to Director
2	Four year Marksheet xerox attested
3	Transcript Fees per copy Rs.300/- cash or DD
4	DD in favour of "Director Walchand College of Engg., Sangli
5	Minimum 3 copies or maximum 10 copies

**LOR (Letter of recommendation For Higher education)**

1	Application to Director
2	LOR signed by faculty
3	LOR Fee Rs.300/-
4	Maximum 3 Letters



*f. n. m. 22/11*  
**DIRECTOR**