



TRANSCRIPTS FOR VIT-AP UNIVERSITY ALUMNI STUDENTS

PROCEDURE TO APPLY FOR THE ACADEMIC TRANSCRIPTS: -

- To apply for the Academic Transcripts, you need to have your
 - (a) Registration Number**
 - (b) VIT-AP University Alumni Email ID and**
 - (c) Date of Birth**
- If you don't know your Alumni Email ID, contact: help@vitapalum.ac.in
- Go to <https://vtop.vitap.ac.in> (Chrome and Firefox only supported)
- Click Alumni Login Tab.
- Logon using your Credentials and enter OTP received in your Alumni email-id, then fill the required details and make necessary payments.
- If you wish to receive a soft copy (in PDF format) of the transcripts by email, please ensure that you have opted for "Scan Copy" also.
- There is no offline process for applying the transcripts.