

Lr. No. COE/2024-2025/Transcript Online Process/21

30.08.2024

Submitted to the Principal:

Sub: Issue of Transcript in Online Mode – Initiating Best Practices in CoE Office – Reg.

KPRIET-CoE Office is associated with M/s. VFSGlobal.com (DocsWallet.com) in Digital Document Services from 2019 onwards for Genuineness Verification, applying to WES with the link given below at KPRIET.

<https://kprinstitutions.directverify.in/student/#/app/request>

As a part of Best Practices, it is proposed to have Online Transcript Services as an extended service activity on the same portal apart from the service provided to the candidates approaching CoE Office in person.

The software provided by the vendor is free of cost and they charge Rs. 400 + Courier Charges as applicable based on place of delivery (Domestic / International) through DHL/Blue Dart Team being their delivery partner. The proposal document along with the terms and conditions for the MoU is attached for reference.

*KPRIET - Rs 1500/-
Docs wallet - Rs 400 + Courier*

This is an optional service to facilitate students avoiding long distance travel who cannot approach CoE Office in person. Request to implement the Online Transcript by signing a MOU with M/s. VFSGlobal.com (DocsWallet.com)

Submitted for Principal's kind approval.

30/8/24
Addl. CoE

30/8/24

30/8/24
Controller of Examinations

Attach:

- 1) Proposal Copy from M/s. VFS.GLOBAL|docswallet
- 2) Clarification mail containing Terms and Conditions on advance payment to KPRIET

*Submitted to the Chairman
for kind approval*

*- VFSGlobal.com - Kerala based online
Service provider*

*- Already using their services for Degree
and Grades Verification*

2/9/24



KPR Institute of Engineering and Technology - Online Transcript Service

User Side

- ✓ Step 1: Select Apply for a transcript service in institution verification portal (<https://kprinstitutions.directverify.in/student/#/>).
- ✓ Step 2: The user needs to fill in details and upload the documents.
- ✓ Step 3: Select Mode of dispatch
- ✓ Step 4: Complete payment
- ✓ Step 5: The user will receive a confirmation mail for the transcript request

Institution Side

- ✓ Step 1 log in to the institution verification portal
- ✓ Step 2: Click on Physical Processing Pending tab
- ✓ Step 3: Create transcript based on the request
- ✓ Step 4: Click on the approve button
- ✓ Step 5: The airwaybill/Acknowledgement form needs to be downloaded and paste it on the cover.
- ✓ Step 6: DHL/Blue Dart team will dispatch and update tracking details.

Fee Details for Transcript Service

Service	Institution Fee	DW Fee	Courier Charge
Apply for a transcript	X	400	Domestic - Charges are applicable based on the place of delivery. International- Charges are applicable based on the place of delivery.

Vfs Global DOcswallet

2 messages

Thomas Tharakan Parayil Lalan <ThomasT@vfsglobal.com>

Thu, Aug 29, 2024 at 11:41 AM

To: "addl.coe@kpriet.ac.in" <addl.coe@kpriet.ac.in>

Cc: "accounts@kpriet.ac.in" <accounts@kpriet.ac.in>, "coe@kpriet.ac.in" <coe@kpriet.ac.in>, Vishnu Prasad R <vishnup@vfsglobal.com>, Shameem Jaleel <shameemj@vfsglobal.com>, Anil Sebastian <anils@vfsglobal.com>, Ajay Koduvely <ajayko@vfsglobal.com>

Dear Sir,

Thank you for your call. As discussed, we will make an advance payment of the institution fee upon signing the MoU. This advance will initially cover 5 to 10 transactions and will be increased based on transaction volume.

Upon completion of each verification by your institution, the corresponding amount will be deducted from the advance, and the verification results will be viewable on your dashboard. When the advance balance reaches the equivalent of 1 or 2 transactions, we will promptly top it up, thereby mitigating any financial risk on your part.

Best Regards,

Thomas TharakanHead of Business Development – VFS Global.Docswallet
-----**VFS GLOBAL Docswallet**

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Costal Chambers, 1st Floor, 1st Module MG Road, Ravipuram, Cochin -682015Mob : +91 9094858585 | thomast@vfsglobal.com | www.docswallet.com | www.vfsglobal.com**68** CLIENT GOVERNMENTS**153** COUNTRIES OF OPERATION**OVER 292** MILLION APPLICATIONS PROCESSED**BE AWARE, STAY ALERT!****VFS Global does not sell visa appointments.****#DoNotFallForFraud | To learn about some common scenarios that you must be aware of while applying for your visa, click here.**

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