



भारतीय प्रौद्योगिकी संस्थान कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
शैक्षिक विभाग : कार्यालय, डिजिटल लर्निंग  
ACADEMIC SECTION: OFFICE OF DIGITAL LEARNING



**APPLICATION FORM FOR ADMISSION RETENTION**

Name of the Student			
Programme		Department	
Admission Application Ref. No.*		Roll No. (if allotted)	
Admission Year		Quarter	
Email ID		Contact No.	

\*Attach the copy of admission application and programme offer letter.

**Details of Fees Deposited:**

Fee Details	Amount	Transaction ID	Date
Registration/Seat Booking Fee			
Admission Fee			
Quarter Fee			
Module Fee			

**Provide Reason for Admission Retention with proof:**

Date:	Student Signature

**Admission retention:** Deferment of admission of a candidate to the next cohort of the same programme (without any deduction in the fee amount paid by the candidate) due to inability to pay the full/partial fees within the due date for some genuine reasons.

FOR OFFICE USE ONLY	
Remarks:	
Recommendation and Approval from PCs  _____ Signature of Programme Coordinator(s)	Recommendation and Approval from DOPC  _____ Signature of DOPC
Recommendation and Approval from SOPC  _____ Signature of SOPC	
Approved by  _____ Chairman, Senate	

**IMPORTANT NOTE:**

1. The complete application form of admission retention should reach the [dloffice@iitk.ac.in](mailto:dloffice@iitk.ac.in) within 30 days of the commencement of the class of the respective batch of the programme.
2. If the candidate will not be admitted to the next cohort after taking approval for the admission retention, the payment will not be refunded.