REQUISITION FORM

(For obtaining the official transcripts and other certificates)

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of the Candidate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Roll No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion date of Academic Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Particulars of the Documents** | **Charges****(in Rs.)** | Number of Set/Copies | Mode of payment & its details | Amount deposited |
|  | **TRANSCRIPTS** *Pass-out student**(Minimum 1 set, contains five Transcripts)***Student enrolled***(Any number of copies) - (Each)* | 2000/-100/- |  |  |  |
|  | **DUPLICATE GRADE SHEETS***Pass-out student**Student enrolled* ***(Free of cost once in a semester. For each additional copy)*** |  1000/-  100/-  |  |  |  |
|  | **DUPLICATE DEGREE CERTIFICATE** - *(Only for pass-out student)* | 5000/- |  |  |  |
|  | [**VERIFICATION OF DEGREE**](http://www.iitk.ac.in/doaa/data/%287%29%20Academic%20Verification.pdf)**/CERTIFICATE *-*** *(Pass-out and student enrolled)* | 2000/- |  |  |  |
| 1.
 | [**MIGRATION CERTIFICATE**](http://www.iitk.ac.in/doaa/data/%2810%29%20Issue%20of%20Migration%20Certificate.pdf) | 500/- |  |  |  |
|  | **BONAFIDE CERTIFICATE** *Pass-out student**Student enrolled* ***(Free of cost once in a semester. For each additional copy)*** | 500/-50/- |  |  |  |
|  | **MEDIUM OF INSTRUCTION CERTIFICATES** *Pass-out student**Student enrolled* | 200/-100/- |  |  |  |
|  | **CPI TO % CONVERSION CERTIFICATE**  *Pass-out student**Student enrolled* | 200/-100/- |  |  |  |
|  | **NO-OBJECTION CERTIFICATE** | 50/- |  |  |  |
|  | **PROVISIONAL DEGREE CERTIFICATE**  | 200/- |  |  |  |
|  | **MISCELLANEOUS CERTIFICATE NOT LISTED ABOVE** *Pass-out student**Student enrolled* | 500/-200/- |  |  |  |
|  | **POSTAL CHARGES**: (Within India) (Outside India)1. For Degree only
2. For Transcript and other Misc. Certificates
 | 200/-3500/-2500/- |  |  |  |

 ***Official transcripts of the Pass-out students will be issued within fifteen days from the date of receiving requisition form***

FOR OFFICE USE ONLY

Receiving Date of the Requisition Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issuing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the person preparing the document(s)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of the Issuing Authority)

**Details of the dispatch:**

**Track No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**