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/(7)%20Academic%20Verification.pdf)**/CERTIFICATE *-***  *(Pass-out and student enrolled)* | 2000/- |  |  |  |
|  | [**MIGRATION CERTIFICATE**](http://www.iitk.ac.in/doaa/data/(10)%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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(Signature of the Issuing Authority)

**Details of the dispatch:**

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

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