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*   * *(1965 to 1990) -* * *(1991 till date) -*   *(Minimum 1 set, contains five Transcripts)*  *Student enrolled*  *(Any number of copies) - (Each)* | *2000/-*  *1000/-*  *100/-* |  |  |  |
|  | **DUPLICATE GRADE SHEETS**  *Pass-out student*   * *(1965 to 1990) -* * *(1991 till date) -*   *Student enrolled* ***(Free of cost once in a semester. For each additional copy)*** | *1000/-*  *500/-*  *100/-* |  |  |  |
|  | **DUPLICATE DEGREE CERTIFICATE** -  *(Only for pass-out student)* | *4000/-* |  |  |  |
|  | [V**ERIFICATION 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/-* |  |  |  |
|  | **BONA FIDE 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** | 200/- |  |  |  |
|  | **POSTAL CHARGES** : (within India)  (outside India) | 200/-  1500/- |  |  |  |

***Official transcripts of the Pass-out students will be issued within seven 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**