ATTESTATION OF CERTIFICATES

A. ATTESTATION OF CERTIFICATES:

Xerox copy of any certificate issued by the Academic Section of the Institute can be get attested by the authorized person(s) of the Academic Section if presented along with the original certificate(s) on a working day during office hours.

NOTE: Please do not leave the original certificates with the DOAA office. Institute will not be responsible for any loss.

B. ATTESTATION CHARGES:

A student has to pay an amount of Rs.50/- (per copy for attestation) towards attestation charges.

C. POSTAL CHARGES:

If the student or his/ her representative is unable to collect the attested copy of the certificate(s) in person from the DOAA office, Institute can post the same at his/ her requested address on payment of Rs. 500/-.

D. PAYMENT OF CHARGES:

Payment, in total, may be made through Bank Draft drawn in favor of “THE REGISTRAR, IIT KANPUR” payable at “KANPUR”

OR

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

Bank name: STATE BANK OF INDIA
Bank branch: IIT KANPUR
Bank A/c No.: 10426002137
Bank Swift code: SBININBB499
Beneficiary code: SBIN0001161
Beneficiary name: Registrar, IIT Kanpur

Furthermore, if you pay/deposit the amount through net banking/ cash deposit, you have to send/ email the scan copy of the transaction receipt detailing the transaction to kdey@iitk.ac.in (for Postgraduate Programmes) or skshah@iitk.ac.in (for Undergraduate Programmes) with a copy to ar_acad@iitk.ac.in.
E. PROCESSING:

Upon receiving the bank draft/net banking transaction receipt, original and photocopy of the documents to be attested, the request will be forwarded to the concerned unit for further processing.

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