



ACADEMIC OFFICE

**NATIONAL INSTITUTE OF TECHNOLOGY**

**TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA**

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**PROCEDURE FOR OBTAINING TRANSCRIPT AND ACADEMIC DOCUMENTS**

1. Candidates shall apply for the issue of transcripts and other academic documents in the **Prescribed application only**.
2. The fee for issue of transcript / academic documents is to be paid through **SBI i-collect ONLY**. The e-receipt is to be submitted along with the application.
3. The applicant should submit the application **IN PERSON** at the Transcript Section, Office of the Dean (Academic) between 3:00 and 4:30 pm on a working day. **If the applicant cannot come in person, he / she shall send the application**
  - a. **through an authorized person**
    - Along with an authorization letter.
    - The authorized person should produce the copies of the ID cards of himself / herself and the applicant.
    - **The APPLICANT is the student / alumni whose certificates are to be issued. Hence, the application and the fee payment should be made ONLY in the name of the APPLICANT and not on the authorized person's name.**
  - b. **Through E-mail to transcript@nitt.edu**
  - c. **By post to\***  
**Academic Office**  
National Institute of Technology,  
Tiruchirappalli – 620 015,  
Tamil Nadu, India.
4. ***Kindly mark on the cover of the application as “Application for TRANSCRIPT”.***
4. Application in any form should be accompanied with a valid ID proof, for verification.
5. The applicant must have identified the universities for which he / she want to apply before the request for the transcripts. The names and addresses of the universities should be written on the official envelope, which will be supplied by the institute on request, at the time of application.
6. Transcripts will be mailed to the addresses of universities, if requested in the application.

## PAYMENT DETAILS

[Those who have completed 10 years of graduation before the date of application, should pay **SEARCHING FEE (Sl. No. 7)**]

Sl. No.	NAME OF THE CERTIFICATE AND OTHER PARTICULARS		FEE (in Rs.)	DOCUMENTS TO BE ATTACHED WITH THE APPLICATION
1.	<b>FULL TRANSCRIPT</b> [Applicable to passed out students ONLY]	First copy	100	For alumni who have passed out from NIT-T / REC-T, before 2008 must enclose clear and Legible photostat copy of front and back sides of the academic documents. [Processing time: 1 month]
2.	<b>PARTIAL TRANSCRIPT</b> [Applicable to students ON ROLL]	First copy	80	-
3.	<b>TRANSCRIPTION (only for academic purpose)</b> [Attestation of Academic Documents]  ATTESTATION will be done for the documents issued by NIT-T / REC-T ONLY.	First copy	100	Clear and Legible photostat copies (number of copies required to be attested) of front and back sides of the Academic Documents. (Photostat copies should be similar to the original certificates)
<b>PROCEDURE TO OBTAIN ATTESTATION / TRANSCRIPTION (for Academic documents)</b>  1. Candidates should bring their original documents and submit along with the copies to be attested, for verification. 2. If the original certificates cannot be produced for verification, a duly attested (to be attested by a gazetted officer or notary public) photostat copy may be treated as the original certificate. 3. Original certificates / attested document in original, is mandatory for transcription / attestation 4. The original certificates will be returned immediately, after verification.  Attested document in original, will be retained by the office.				
4.	<b>GRADE CARD</b> of each semester	First copy	30	For alumni who have passed out from NIT-T / REC-T, before 2008 must enclose clear and Legible photostat copy of front and back sides of the Academic Documents. [Processing time: 1 month]
5.	<b>RANK CERTIFICATE</b> [Rank among the students of a batch in a department]	First copy	30	-

Sl. No.	NAME OF THE CERTIFICATE AND OTHER PARTICULARS		FEE (in Rs.)	DOCUMENTS TO BE ATTACHED WITH THE APPLICATION
6.	<b>MISCELLANEOUS CERTIFICATES and PROCESSING FEE</b> [Medium of instruction, expected date of graduation, CGPA conversion, etc.]	First copy	100	-
7.	<b>SEARCHING FEE</b> [Applicable to graduates who were graduated 10 years before, the date of application for academic documents]	-	250	-
8.	<b>ENVELOPE</b> [Each transcript or set of academic documents can be placed in an official envelope, signed and sealed on request]	1 no.	10	-
9.	<b>POSTAL FEE (based on the request)</b>			
	India post	Speed post	100	
		Air mail	800	
		Air mail Speed Post	1900	
10.	<b>CONVOCAATION FEE</b>  (Applicable ONLY to MS / Ph.D. scholars)		1000	1. E-receipt 2. Copy of X, XII, UG and PG certificates
<b>DUPLICATE CERTIFICATES / DOCUMENTS</b>				
1.	<b>DEGREE CERTIFICATE (in case of Lost or Theft)</b>		1000  (or)  \$50	1. Copy of FIR 2. Non-traceable certificate 3. Affidavit 4. Copy of degree, X / XII mark sheet, ID 5. Newspaper copy <b>[Processing time: 6 months]</b>
	<b>DEGREE CERTIFICATE (in case of Damage)</b>		1000  (or)  \$50	1. Copy of degree, X / XII mark sheet, ID 2. Damaged original degree certificate 3. Copy of degree certificate (before damage, if any) <b>[Processing time: 6 months]</b>

	<p>The certificate of degree conferred on a student is issued <b>ONLY ONCE</b>.</p> <p>The <b>duplicate degree is issued ONLY</b> for <b>genuine cases</b> (if the original degree certificate is lost or stolen or damaged).</p> <p>Documents to be attached along with the <u>application</u>:</p> <p><b>* In case of loss / theft:</b></p> <ol style="list-style-type: none"> <li>1. Copy of <b>FIR (First Information Report)</b> filed with Police intimating the loss of the certificate.</li> <li>2. The <b>full sheet of the newspaper</b> in which the loss/theft of the certificate is published (for verifying the date of issue, name and page number of the newspaper).</li> <li>3. A <b><u>non-traceable certificate</u></b> issued by the Police official, duly signed by the Inspector or Sub-Inspector with round seal (from the area in which the candidate lost the certificate) by mentioning Crime and Occurrence Sheet Number and Date.</li> <li>4. An <b><u>affidavit</u></b> on a non-judicial stamp paper duly signed on the prescribed stamp by the Notary Public with an undertaking to return the duplicate degree in the case the original degree is found.</li> <li>5. Attested Photostat copy of the <b>degree certificate, SSLC / H.Sc. mark sheet</b> and a <b>valid photo identity</b>.</li> </ol> <p><b>* In case of damage / accidental mutilation:</b></p> <p><u>Application</u> should state the nature and cause of damage.</p> <ol style="list-style-type: none"> <li>1. The damaged original document.</li> <li>2. <u>Statement of undertaking</u></li> </ol>		
2.	<b>TRANSFER CERTIFICATE (TC)</b>	Rs. 250	Copy of 1. TC 2. X / XII mark sheet 3. ID
3.	<b>CONSOLIDATED STATEMENT OF GRADES (CSoG)</b> [Applicable ONLY from graduates of 2014]  Procedure to obtain DUPLICATE CSoG is the same as that for the DUPLICATE DEGREE	Rs. 1000 (or) \$50	1. Copy of FIR 2. Non-traceable certificate 3. Affidavit 4. Copy of CSoG, X / XII mark sheet, ID 5. Newspaper copy 6. Damaged CSoG
4.	<b>ID CARD</b> [Applicable ONLY to students ON ROLL]	Rs. 100	-

**S/d**  
**DIRECTOR**