Procedure for the Admission Cancellation for the UG students admitted in the academic year 2021-22

(Admission Cancellation is permitted up to 31st December, 2021 only)

Below is the procedure to be followed for the admission cancellation.

By the student
1. Follow the below procedure for giving ADMISSION CANCELLATION request in MIS

   (a). Log into https://misreg.nitt.edu/NITTSTUDENT

   (b). Click on SERVICES -> ADMISSION CANCELLATION

   (c). Specify the reason and Tick on Check box

   (d). Press SUBMIT button (A message will be displayed on the screen). Take screenshot of the same.

Note: If you forget your password, then
a. Click on 'FORGOTTEN YOUR PASSWORD?' link
b. Enter your permanent roll number (your NITT webmail ID will be filled automatically)
c. Press SUBMIT button (a password will be sent to your NITT web mail)
d. Login with that password
e. Enter
(i) Old password = the password that came to your NITT web mail (by removing * symbols already present in the text box)
(ii) New password= the password that you want to set
(iii) Confirm the password
f. Login again with the new password that you have set. (If you have further problem in MIS login, kindly mail to travi@nitt.edu)

AND

2. Send the following documents to ugsection@nitt.edu copy to ugacad@nitt.edu
(a). Filled and signed ADMISSION CANCELLATION FORM available in the link:
https://www.nitt.edu/home/academics/formats/55.Admission%20cancellation%20form.pdf
(b). Allotment order of NIT, Tiruchirappalli
(c). Allotment order of presently selected institute.
(d). Screenshot of MIS admission cancellation request.
(e). Bank pass book first page photo copy for refund, if any.

Alternatively you can directly come to academic office and submit the above documents.

By the UG Section

1. Verification of fee payment (in coordination with fees section)
2. Issue of admission cancellation letter (In coordination with Transcript session) and inform the same to fees section for fee refund process.

Associate Dean Academic-UG-1