



Step-by-step procedure to submit fees through SB Collect / Fee_Academic Documents

Online Payment through SB Collect: Link: <https://onlinesbi.sbi.bank.in/sbicollect/>


1. Select Category → Educational Institutions
2. Name of Educational Institutions → NIT TRICHY INSTITUTION FEES.
3. Select payment category → **Fee_Academic Documents**
4. The candidates should enter their Name of the Student, Roll Number, Semester, Department, Period of Study, Mobile Number, E-Mail, Reason for Payment [(1) Grade Card, (2) Transcript, (3) Rank Certificate, (4) Medium of Instruction, (5) Duplicate Certificate, (6) Searching Fee, (7) No Objection Certificate], Postal Charges, Envelope Charges, Amount, Remitter Name, Mobile No., Email ID.
5. Place a tick mark on “**I have read and agreed to the Terms & Conditions**”
6. Enter the text shown in the image as the Captcha.
7. Verify all the entered information before proceeding.
8. Click Next and Proceed for Payment
9. Select the mode of payment (Net Banking, Debit Card, Credit Card, UPI, etc.).
10. Complete the payment process by following the instructions on the payment gateway.
11. After successful payment, download and save the e-receipt generated by SB Collect for future reference.

Procedure to apply for the Academic Documents

1. **For Students On-Roll / Passed out students [Academic Documents]:**
 - a. Submit the Application Form along with the e-receipt generated by SB Collect to transcript@nitt.edu [Only e-mail requests will be considered.]
[For (1) Grade Card, (2) Transcript, (3) Rank Certificate, (5) Duplicate Certificate, (6) Searching Fee]

Application forms submitted during the forenoon (FN) of any working day can be collected in person from the transcript section between 03:30 PM and 05:00 PM on the same working day.

Application forms submitted in person between 03:30 PM and 05:00 PM on a working day can be collected from the transcript section between 03:30 PM and 05:00 PM on the next working day.

2. **For Students On-Roll [No Objection Certificate (NOC) / For Internship (UG)]:**
 - i. Download the application form available from the QR code below:

 - ii. Pay Rs.100/- as processing fee using the SB Collect link:
<https://onlinesbi.sbi.bank.in/sbicollect/>
 - The candidates should enter their Name of the Student, Roll Number, Semester, Department, Period of Study, Mobile Number, E-Mail, Reason for Payment [(7) No Objection Certificate], Postal Charges [*Mention as 0*], Envelope Charges [*Mention as 0*], Amount, Remitter Name, Mobile No., Email ID.
 - Place a tick mark on “**I have read and agreed to the Terms & Conditions**”
 - iii. Attach the invitation letter / advertisement for the internship.
 - iv. Obtain the approval from your Faculty Advisor and Head of the Department (HoD) on the form.
 - v. Submit the Application Form along with the e-receipt generated by SB Collect (hard copy) to the UG Section.