

**GUIDELINES TO OBTAIN TRANSCRIPT(S)/ DEGREE/ DUPLICATE DEGREE/
DUPLICATE MARK/GRADE SHEET(S)/TRANSFER CERTIFICATE/ DEGREE VERIFICATION**

1. Fill up Application: An application alongwith required supporting documents, in prescribed format (attached), to be forwarded to Joint Registrar (Academics) by post or through e-mail at "dracademic@iitr.ac.in" The postal address is as under:

Joint Registrar (Academics)
Indian Institute of Technology, Roorkee
Roorkee-247667 (Uttarakhand), India

2. Fees & Supporting Documents: Following documents & fees to be submitted alongwith application form.

Sr. No.	Documents Applied for	Fees (Including Postal Charges)		Required Supporting Documents
1.	Original Degree	In person at Convocation – ₹ 1000/-		- ID Proof
		Absentia– In person – ₹ 1000/-		- ID Proof - Fee Receipt - Copy of Provisional Certificate
		In absentia through post at: (i) Address within India – ₹ 1500/- (ii) Abroad – US \$ 150		- Fee Receipt - Copy of Provisional Certificate
2.	Transcript(s) <u>for Passed Out Students (5 copies or part thereof)</u>	Address within India	₹ 1500/- (one address) ₹ 50/- extra for each additional address	- Copy of Degree - One set copy of mark / grade sheet issued by IIT Roorkee (erstwhile University of Roorkee) - Fee Receipt
		Abroad	US \$ 125 (one address) US \$ 25 extra for each additional address	
3.	Transcript(s) <u>for Currently Enrolled Students</u>	Address within India / By Hand	₹ 200/- per copy	
		Abroad	US \$ 25 per copy	
4.	Verification of Degree or Certificates *	Address within India	₹ 2000/- per student	
		Abroad	US \$ 100 per student	
5.	Transfer Certificate	Address within India	₹ 500/-	- Copy of Degree, issued by IIT Roorkee (erstwhile University of Roorkee) - Copy of Aadhar Card / Matriculation / Secondary Examination Certificate as proof of Father's name - Fee Receipt
		Abroad	US \$ 50	
6.	Duplicate Degree/ Diploma	Address within India	₹ 4000/-	- Affidavit (In case of lost/ theft of The original) on non-judicial stamp paper worth ₹ 10/- sworn before an Oath Commissioner (Required In Original) - Copy of Degree/Diploma (if available) - Fee Receipt
		Abroad	US \$ 250	
7.	Duplicate Mark/ Grade sheet(s) (All semesters or any semester)	Address within India	₹ 1000/-	- Affidavit (In case of lost/ theft of The original) on non-judicial stamp paper worth ₹ 10/- sworn before an Oath Commissioner (Required In Original) - Copy of Mark/Grade Sheet(s)(if available) - Fee Receipt
		Abroad	US \$ 50	
8.	Character/ Bonafide Certificate	Address within India	₹ 100/-	- One set copy of Degree & Mark/Grade sheet, Issued by IIT Roorkee (erstwhile University of Roorkee) - Fee Receipt - Note: Application to be addressed to DOSW, IIT Roorkee
		Abroad	US \$ 25	
9.	Any other certificate not listed above	Address within India	₹ 200/-	As applicable
		Abroad	US \$ 25	

{* Note: Verification Fee is **Not Applicable** to below mentioned:

- (i) Direct Employers while recruiting our ex-students.
- (ii) District Magistrate while issuing Visa to our students for pursuing higher studies or other various activities in abroad.
- (iii) Any Government Organization.}

3. Mode of Payments: The fee to be deposited as mentioned below modes:

(a) **Through Bank Draft:**

Drawn in favour of : Registrar, IIT Roorkee
Payable at : State Bank of India, IIT Roorkee Branch, Roorkee
Name of the Bank : State Bank of India, IIT Roorkee
Branch Code : 1069

(b) **Through Online Transfer**

(i) In case of amount to be deposited in Indian Currency	
Name of the Bank	State Bank of India
Account No.	32492677530
Account Name	IIT Roorkee Fee Collection A/C
Branch	IIT Roorkee
Branch Code	001069
IFSC Code	SBIN0001069

(ii) In case of amount to be deposited in Foreign Currency***	
Name of the Bank	Punjab National Bank
Account No.	4044000100040407
Account Name	Foreign Contribution, IIT Roorkee Fee Collection Account
Branch	IIT Roorkee
Branch Code	4044
SWIFT Code	PUNBINBBRKU

*****Note:** To deposit fee in INR to send Transcript at foreign address, USD 125 be converted by multiplying with USD-INR current rate and the amount may be deposited in the account as mentioned at Serial No. b (i) .

(For any Query @ Phone Nos.: +91-1332-284289, 284292, 285098)

APPLICATION FORM FOR TRANSCRIPT(S)/DEGREE/DUPLICATE DEGREE/ DUPLICATE GRADE/ MARK SHEET(S)/TRANSFER CERTIFICATE/ VERIFICATION

Application for (Please tick below):

Transcript (s)	Degree	Duplicate Degree	Duplicate Mark/Grade Sheet (s)	Transfer Certificate	Verification

A. Candidate's Details

1. Name (as per Institute record)			
2. Enrolment No.		3. Contact No.	
4. Name of Course		5. Year of Admission	
6. Discipline		7. Year of Passing	

B. Mode of Payment (Please tick & fill details)/ (Attach copy of receipt)

1. ITR Deposit:	Receipt No:	Date:	Amount:
2. Demand Draft	D.D. No.:	Date:	Amount:
3. Online Transfer	Ref./UTR No.:	Date:	Amount:
	Account No. (in which amount transferred):		

C. Details of Required Documents

1. For Transcript	a. Purpose to Obtain Transcript(s):	
	b. No. of Copies:	
2. For Duplicate Mark/ Grade Sheet(s)	Specify session & semester of required mark/grade sheet(s) Semester Session	

D. Postal Address(s) to send documents (In Capital Letters)/ Please tick here if to be collected by hand

<p>a.....</p> <p>.....</p> <p>.....</p> <p>.....PIN.....</p> <p>Phone No.....</p>	<p>b.....</p> <p>.....</p> <p>.....</p> <p>.....PIN.....</p> <p>Phone No.....</p>
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In case more than two addresses, please attach separate sheet.

E. List of documents attached:

1. 2. 3.

Date:

Signature of the Applicant

Note: Duly filled Application Form along with the required documents mentioned in the procedure may be forwarded to Academic Section by post to the mentioned address in procedure or through e-mail to dracademic@iitr.ac.in. In case of duplicate documents Affidavit is required in Original.