



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

P.O. SRINIVASNAGAR, MANGALORE-575 025

APPLICATION FOR TRANSCRIPTS / VERIFICATION OF CERTIFICATES

1. Name of the Candidate : _____
(Block letters) (As entered in Institutional Records in Block Letters)

2. Date of Birth :

3. Sex (Tick appropriate box) : ☐ Male ☐ Female

4. Details of the Degree

(i) Degree : _____ (ii) Branch: _____

(iii) Specialization : _____
(for P.G.)

(iv) Roll No. : (v) Year of Admission

(vi) Month & Year of passing :

5. Final CGPA Obtained : _____

6. Particulars of Fees Paid : Name of the issuing Bank _____
Drawn at _____
D.D. No. _____ dated _____
Rs. _____

7. Total No. of sets of Transcripts: _____
(For Issue of Transcripts)

8. Mode of delivery: _____
(Tick appropriate box) By Post ☐ By Hand ☐

9. Name of the Institution / University: _____
(Applying for higher studies / Job)

10. Communication Address
(Block letters) : _____
(Transcripts will be sent
to this address) _____

Pin code

11. Contact Number : _____

12. Email ID : _____

Place :
Date :

Signature of the Candidate /
Signature of the Verifying Agency

Fee Details for the Issue of Certificates

Particulars of Certificates	Applicable Charges
1. Transcripts	<u>Transcript Charge</u> : per copy Rs. 100/- (By hand or by authorization) <u>For Postage :</u> <u>Within India :</u> Up to 9 sets Rs. 1,000/- 10 & above- (No. of copies ×100) + 100 (including Transcript Charge) <u>Outside India:</u> Depends upon Country & Postage weight
2. Verification of Degree Certificates	Rs 1,000/- (for Private Organization.) Nil (For Government Organization)

Note

1. This application is to be sent to “**Deputy Registrar (Academic), National Institute of Technology Karnataka, Surathkal, Post Srinivasnagar – 575 025, Mangalore, Dakshina Kannada, Karnataka, India**”.
2. Documents to be Enclosed :
 - a. Photo Copy of Grade Cards / Degree Certificate.
 - b. For B.E. and M Tech (Old Scheme) - Prior to 2006, Photo copies of all semester Marks Cards and Degree Certificate.