GUIDELINES TO OBTAIN DUPLICATE TRANSCRIPT(S) / DUPLICATE GRADE CARD (S) / DEGREE VERIFICATION

1. Filled Application form to be forwarded to the examination branch by post or through e-mail at examinations@iiitt.ac.in in prescribed format (Attached) along with required supporting documents.

2. Fees & Supporting Documents: Fee payment proof to be attached alongwith application form.

S.No.	Documents Applied for	Fees (Including Postal Charges)	Required Supporting Documents
1.	Transcript(s) *(Only for Passed Out Students)*	Rs.200/- (Per Copy)	• Copy of Degree • One set copy of mark / grade Cards issued by IIIT Tiruchirappalli • Fee Receipt
2.	Duplicate Mark/ Grade Card(s)	Rs.50/- (Per Copy)	• One set copy of mark / grade Cards issued by IIIT Tiruchirappalli • Fee Receipt
3.	Transfer Certificate	Rs.200/- (Per Copy)	• Copy of Degree, issued by IIIT Tiruchirappalli • Copy of Aadhaar card/ Matriculation/ Secondary Education Certificate as proof of Father's Name
4.	Character / Bonafide Certificate	Rs.100/-	• One set copy of Degree and Grade Cards, issued by IIIT Tiruchirappalli • Fee Receipt
5.	Verification of Degree or Certificates	Rs.1000/- (per student)	• Copy of Degree • One set copy of mark / grade Cards, issued by IIIT Tiruchirappalli
6.	Postal Charges	Rs.250/- (per address) for the address within India Rs.1500/- (per address) for Abroad	• Detailed Address • Fee Receipt

Note: 1. Supporting documents to be submitted along with application form

2. Affidavit on non-judicial stamp paper is required in case of lost/theft/damaged certificates

The fee to be deposited in INR to the account mentioned below,

A/C Name   : Examinations-IIIT Tiruchirappalli

A/C Number : 39671847603

Bank   : SBI, NIT Campus, Tiruchirappalli

IFSC code   : SBIN0001617

இந்திய தகவல் தொழில்நுட்பக் கழகம் திருச்சிராப்பள்ளி
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI
(An Institute of National Importance under Ministry of Education, Govt. of India)
SETHURAPATTI, TIRUCHIRAPPALLI - 620012
Website: www.iiitt.ac.in   Mail id: office@iiitt.ac.in

Roll number of the applicant	:			
Name of the applicant	:			
Programme	:	**B. Tech / M.Tech / Ph.D.**		
Department	:			
Specialization (for PG)	:			
Academic certificates reqd.	:	**No. of copies**		**Fee * in Rs.**
Transcript	:			
Grade Card	:	Semester	No. of copies	
		1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		9		
		10		
Character / Bonafide Certificate	:			
Any other Certificate not listed above	:	**(Mention the name here)**	No. of copies	
TOTAL FEE paid	:	Rs.		
SB Collect Reference no.	:		Date :	
Postal Address * *If the transcripts are to be sent to the universities, enter the addresses in the next page.*	:	Pincode : District : State :		
Signature	:			
Mobile no.		**E-mail id**		

1. Addressee	
Name of the University	
State and Zip code	

2. Addressee	
Name of the University	
State and Zip code	

3. Addressee	
Name of the University	
State and Zip code	

4. Addressee	
Name of the University	
State and Zip code	