

BONA FIDE CERTIFICATE

A. BONA FIDE CERTIFICATE:

A Bona fide certificate indicates that a student (*with his/ her details*) is currently registered (*with semester details*) and studying in this Institute in an academic programme (*with programme and department details*).

B. FEE:

To get a bona fide certificate, a student has to pay an amount of Rs.10/- or US \$5.0 towards the certificate charges.

C. POSTAL CHARGES:

If the student or his/ her representative is unable to collect the certificate in person from the DOAA office, Institute can post the same at his/ her requested address on payment of Rs. 100/- (if to be posted within India) else, Rs.850/- (if to be posted outside India).

D. PAYMENT OF CHARGES:

Payment, in total, may be made through Bank Draft drawn in favor of "THE REGISTRAR, IIT KANPUR" payable at "KANPUR"

OR

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

Bank name:	STATE BANK OF INDIA
Bank branch:	IIT KANPUR
Bank A/c No.:	10426002137
Bank Swift code:	SBININBB499
Beneficiary code:	SBIN0001161

Furthermore, if you pay/deposit the amount through net banking/ cash deposit, you have to send/ mail the scan copy of the transaction receipt detailing the transaction at mdiwakar@iitk.ac.in; aracad@iitk.ac.in.

E. MAILING ADDRESS:

You may post your application along with Demand draft at the following address:

Assistant Registrar (Academic)
Room No. 202
Academic Affairs Building
(Adjacent to Staff Canteen)

Indian Institute of Technology Kanpur
Kanpur - 208 016
Uttar Pradesh
India
Ph: +91 512 259 7288

F. PROCESSING:

Upon receiving the bank draft/ net banking transaction receipt, postal address(s) (at which the document is to be posted), and other relevant paper(s), if any, the request will be forwarded to the concerned unit for further processing.

May kindly note that it takes approximately 2 working days from the day of receiving the above documents to process an application (this excludes postal time).

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