

# National Institute of Technology Karnataka Surathkal

P.O. Srinivasnagar, Mangalore-575025 (D.K.)

## Procedure for Obtaining Official Transcripts and All Certificates

Sl. No.	Items Description	Documents to be submitted	Revised Charges
1	Degree Certificate	Original	Prescribed application to be filled by the Applicant
		Duplicate	a) Prescribed application to be filled by the Applicant b) Xerox Copy of the lost Certificate c) Police FIR d) Affidavit e) Bank Draft of required amount
		Corrections	Prescribed application to be filled by the Applicant
2	Grade Card	Duplicate	a) Prescribed application to be filled by the Applicant b) Xerox Copy of the lost Certificate c) Police FIR d) Affidavit e) Bank Draft of required amount
		Corrections	Prescribed application to be filled by the Applicant
3	Transcript	Original	a) Prescribed application to be filled by the Applicant b) Xerox Copy of the Grade Cards / Degree Certificate c) Bank Draft of required amount d) BE and M.Tech (Old Scheme) – Prior to 2006, photo copy of all the Marks Cards and & Degree Certificate.
			<b>Transcript Charge:</b> Rs. 200/- per copy (by hand or by authorization) <b>Postage Charges :</b> <u>Within India</u> Rs. 200/- (up to 10 copies) Rs. 500/- (more than 10 copies) <u>Outside India:</u> \$-50 (up to 10 sets)/Rs.3000 \$-100(more than 10 sets/ Rs.6000

# National Institute of Technology Karnataka Surathkal

P.O. Srinivasnagar, Mangalore-575025 (D.K.)

4	TC-cum-Migration Certificate	Original	a) Prescribed application to be filled by the Applicant b) Bank Draft of required amount c) Copy of last Semester Grade Card/Provisional Degree Certificate/Degree Certificate.	Rs. 1000/-
5	Certificate of English language as Medium of Instruction		Certificate available in website	Nil
6	For Verification of Degree, Certificates by third Party Organizations		a) Prescribed application b) Xerox Copy of the Provisional / Degree Certificate c) Bank Draft of required amount	Rs 1500/-
7	Character Certificate		Prescribed application to be filled by the Applicant with recommendation from HOD.	Nil
8	Expenditure Certificate / Fees Structure		Prescribed application to be filled by the Applicant	Rs 200/- (One Time Cost.)
9	NOC for obtaining VISA		Prescribed application to be filled by the Applicant with recommendation from HOD.	Nil
10	Bonafide Certificate (Issued only to current student)		Prescribed application to be filled by the Applicant	Nil
11	Class Position Certificate		a) Prescribed application to be filled by the Applicant b) Xerox copy of Grade Card	Nil
12	Change of Name		a) Prescribed application to be filled by the Applicant b) Affidavit c) Newspaper Advertisement d) Bank Draft of required amount	Rs. 1000/-
13	Change of Address		a) Prescribed application to be filled by the Applicant b) Address Proof	Nil
14	Thesis Submission Certificate		Prescribed application to be filled by the Applicant	Nil

**Note :** 1. The prescribed fee may be remitted by Cash/DD in favor of Director, NITK Surathkal or through online mode: Account No. 10175365060 and ISFC Code: SBIN0002273.

2. The expenditure on postage of Grade sheet/Transcripts is to be paid by the students.