

National Institute of Technology Karnataka Surathkal

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

Procedure for Obtaining Official Transcripts and Certificates

Sl. No.	Items Description	Documents to be submitted	Revised Charges	
1	Degree Certificate	Original	Prescribed application to be filled by the Applicant	Nil
		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	Rs.1000/-for all the Programmes
		Corrections	Prescribed application to be filled by the Applicant	Rs.500/-for all the Programmes
2	Provisional Degree Certificate	Original		Nil
		Duplicate	a) Prescribed application to be filled by the Applicant b) Xerox Copy of the lost Certificate c) Police FIR d) Bank Draft of required amount	Rs.500/-for all the Programmes
3	Grade Card	Original	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	Rs.500/-for all the Programmes
		Corrections	Prescribed application to be filled by the Applicant	Rs.500/-for all the Programmes
4	Provisional Grade Card (Semester Wise)	Duplicate	Prescribed application to be filled by the Applicant	Nil
5	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.	Transcript Charge: Rs. 200/- per copy (by hand or by authorization) Postage Charges : <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

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6	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/-
7	Certificate of English language as Medium of Instruction		Certificate available in website	Nil
8	For Verification of Degree, Certificates for third Party Organizations		a) Prescribed application b) Xerox Copy of the Provisional / Degree Certificate c) Bank Draft of required amount	Rs 1500/-
9	Character Certificate		Prescribed application to be filled by the Applicant	Nil
10	Expenditure Certificate / Fees Structure		Prescribed application to be filled by the Applicant	Rs 200/- (One Time Cost.)
11	NOC for obtaining VISA		Prescribed application to be filled by the Applicant with recommendation from HOD.	Nil
12	Bonafide Certificate		Prescribed application to be filled by the Applicant	Nil
13	Class Position Certificate		a) Prescribed application to be filled by the Applicant b) Xerox copy of Grade Card	Nil
14	Course Completion Certificate		a) Prescribed application to be filled by the Applicant b) Copy of all the Grade Cards	Nil
15	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/-
16	Change of Address		a) Prescribed application to be filled by the Applicant b) Address Proof	Nil
17	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.

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