

GENERAL APPLICATION FORM

Inward No. (Acad.) _____

Date: - _____

(Through Head of the Department/Respective Warden of Hostel/T&P Cell etc.)

The Deputy Registrar (Academic)
National Institute of Technology KurukshetraSubject: **To issue required certificate/To solve the issue as mentioned below.**

Sir,

Kindly arrange to issue the following certificate for the _____ purpose or
resolve the issue as briefed below:**Please tick which is required**

1. Bonafide certificate = Rs . 20/-
2. Character Certificate = Rs . 20/-
3. Migration Certificate = Rs . 200/- (Rs . 300/- through Post)
4. Hostel Leave Certificate (Enclose Affidavit) = No fee
5. Duplicate I-Card (Enclose Affidavit + FIR for loss) = Rs . 20/- (Duplicate I-Card)
6. No Objection Certificate = Rs . 20/-
7. Transcript = Rs . 450/- 1st Set for **B.Tech.** & Subsequent set @ Rs . 90/-
= Rs . 250/- 1st Set for **M.Tech./MBA** & Subsequent set @ Rs . 50/-
= Rs . 350/- 1st Set for **MCA** & Subsequent set @ Rs . 70/-
8. Degree Certificate = Rs . 500/- (Rs . 600/- through Post) **before 16th convocation**
= Rs . 1000/- (Rs . 1100/- through Post) **from 16th convocation**
9. Any other _____
10. Describe in brief if Any other is applicable _____

[Brief the issue along with the supporting documents]**Particulars of the student**

Name _____ Roll No. _____

Father's Name _____ Semester & Section _____

B. Tech/M. Tech./MBA/MCA/Ph. D. (Branch/Specialization _____) Year of

passing (If applicable) _____ E-mail _____

Thanking you _____ Mobile No. _____

Yours faithfully,

(Signature of the Student)**(For office use)**

- Prescribed fee is received, details of the student have been verified from the record.
- The Certificate may be issued as per letter placed below for signatures.

Dealing Assistant**Superintendent****Deputy Registrar (Academic)**

I have received the required certificate(s) on/issue is solved on _____

(Signature of the Student)