

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

GENERAL APPLICATION FORM

Inward No. (Acad.) _____

Date: - _____

To
The Faculty In-Charge (Academic)
National Institute of Technology Kurukshetra

Subject: **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 | = NIL |
| 2. Character Certificate | = NIL, (₹ 100/-) for Re-issue |
| 3. Migration Certificate | = NIL, (₹ 500/-) for Re-issue |
| 4. Id-Card (Enclose Affidavit + FIR for loss) | = ₹ 100/- (Re-issue Id-Card) |
| 5. Transcript | = ₹ 100/- Per page & Subsequent set @ ₹ 50/- (per page) |
| 6. DMC (Enclose Affidavit + FIR for loss) | = ₹ 500/- Per DMC (Re-issue) |
| 7. Degree Certificate | = ₹ 500/- <u>before 16th Convocation</u>
= ₹ 1000/- <u>16th & 17th Convocation</u>
= ₹ 1500/- <u>18th Convocation onwards</u> |
| 8. Degree Certificate | = ₹ 2000/- (Re-issue) |
| 9. <i>Postal Charges</i> | = ₹ 150/- (<i>Anywhere in India</i>) & ₹ 1000/- (<i>Outside India</i>) |
| 10. Any other _____ | |
| 11. 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 _____
Mobile No. _____

(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

Faculty In-Charge (Academic)

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

(Signature of the Student)