Request Form for Obtaining Documents from Academic Section/ Verification of certificates

(To be filled by Student/ Alumnus/ Verifying Agency)

1. Full Name (in CAPITAL) : _____
2. Roll No.   : _____
3. Programme (B.Tech. /M.Tech. /Ph.D.): _____
4. Branch   : _____
5. E-mail Address   : _____
6. Mobile No.   : _____
7. Father's Name   : _____
8. If alumnus, specify year of completion: _____
9. If verifying agency, specify the name and address: _____
10. Documents(s) required:

Document(s) required	No. of copies
a) Duplicate Provisional Certificate.	**N.A**
b) Certified copy of the Degree Certificate, Transcript, Grade card (enclose photocopy of the required documents)	
c) Additional Transcript.	
d) Duplicate Grade Card.	
e) Verification of Degree Certificate, Transcript, Grade Card, JEE Rank, Bonafide Certificate, (enclose photocopy of the required document)	
f) Duplicate Identity Card (enclose a hand written application)	
g) Bonafide Student Certificate. (Mention the Purpose ....)	
h) Certificate of medium of instruction in English.	
i) Any other document(s):	

11. Mode of receiving documents:
    - ☐ • I want to collect the document in person / through authorized person (enclose authorization letter)
    - ☐ • Please send the document(s) via registered/ speed post on my address (as mentioned below).

12. Permanent / Correspondence Address:

    _____

    _____

    _____Pin Code: _____

13. I certify that the prescribed amount has been paid:

    i. For the document(s)   : Rs._____

    ii. For Postal charges   : Rs._____

Total (in words):Rs. _____

14. Mode of payment:
    - • ☐ Cash (only up to Rs. 100/-)
    - • ☐ Demand Draft No._____date_____Bank & branch_____.
    - • ☐ Online Transaction / UTR No._____date_____Bank & branch_____.

    (Enclose print out of the receipt / transaction. Application will be processed only after confirmation from accounts section.)

Date:_____

Signature of the Student/Alumnus/
Signature of the Verifying Agency.

(Please see overleaf for charges/process details)

राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
NATIONAL INSTITUTE OF TECHNOLOGY GOA
कुंकोलिम, जिला दक्षिण गोवा, गोवा, पिन-403703
Cuncolim, South Goa District, Goa, Pin–403703

(Please see overleaf for charges/process details)

Sl.No.	Document Type	Charges (in Rupees per copy)	Minimum No. of working days required to prepare the document
Charges for Obtaining Documents from NIT Goa			
After completion of Degree requirements			
1	Provisional Certificate	Free	NA
2	Duplicate Provisional Certificate	100	02 days
3	Certified Copy of the Degree Certificate Transcript, Grade Card (for each individual certificate)	50	02 days
4	Transcript (First copy of transcript will be issued after course completion)	Free	NA
5	Additional Transcript (duplicate)	300	03 days
6	Duplicate Grade Card	200	02 days
7	Verification of Degree Certificate, Transcript, Grade Card, JEE rank, etc. (for each individual certificate)	200	05 days
Postal Charges extra: Within India-Rs.200/- (up to 10 copies) (except for Sl.No. 1 & 4), Rs.500/-(More than 10 copies) & for Abroad-Rs.1500/-			
Before completion of Degree requirements			
1	Duplicate Identity Card (will not be sent by post)	250	As per institute norms
2	Transcript	150	03 days
3	Verification of JEE rank, Grade Card (for each individual certificate)	100	05 days
4	Duplicate Grade Card	50	02 days
5	"Bonafide Student" Certificate	20	02 days
6	Certificate of medium of instruction in English	Free	02 days
Postal Charges extra: Within India-Rs.100/- & for Abroad-Rs.1500/-			
Note: Charges for any other documents not listed above will be recommended appropriately and will be levied after obtaining Director's permission. The mentioned charges are valid till the next review.			

Payment of Charges:

Payment, in total, may be made through Demand Draft drawn in favor of "DIRECTOR NIT GOA MISCELLANEOUS ACCOUNT" payable at "FARMAGUDI", Ponda Goa

OR

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

A/c Name	:	M/S DIRECTOR NIT GOA MISCELLANEOUS ACCOUNT
Account No.	:	520101026774476
IFSC Code	:	UBIN0913286
Bank	:	Union Bank of India
Branch	:	GEC College Farmagudi

The applicant should mention the UTR/Bank Transaction ID in the application form.

The application form, complete in all respect (along with the required enclosures) may be submitted/sent to:

The Assistant Registrar (Academics)
National Institute of Technology Goa
Cuncolim, South Goa District,
Goa-403703
Phone: 083202404207
Email: asst.reg@nitgoa.ac.in