



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA
SURATHKAL, MANGALORE-575025, KARNATAKA**

Application for Certificates

To

The Assistant Registrar (Academic)
National Institute of Technology Karnataka
Surathkal, post – Srinivasnagar,
Mangalore – 575 025

| | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Student | |
| 2. | Duplicate Grade Card <input type="checkbox"/> / Correction in Grade Card / Name <input type="checkbox"/> / Duplicate Provisional Degree Certificate <input type="checkbox"/> / Duplicate Degree Certificate <input type="checkbox"/> / Correction in Degree Certificate / Name <input type="checkbox"/> / Duplicate Provisional Grade Card <input type="checkbox"/> / Change of Name <input type="checkbox"/> . | |
| 3. | Course of Study and Branch | |
| 4. | Mobile No: | Email Id: |
| 5. | Registration number with year & month of passing the above Examination. | |
| 6. | Details of amount paid : The prescribed fee may be remitted by Cash/ DD in favor of Director, NITK Surathkal. | Receipt No: _____ Date : _____ Amount Rs. _____ D.D. No. _____ Name of the Bank: _____ Date: _____ Amount Rs. _____ |

Note

1. This application is to be sent to the Assistant Registrar (Academic) NITK, Post Srinivasnagar – 575 025, Surathkal , Mangalore, D.K. India.
2. Details of fees and other information are given overleaf.
3. Please make separate application for each item.
4. Cheques and Indian Postal Orders are not accepted.
5. Incomplete application will be rejected.

Place :

Signature of the Candidate

Date :

(Verifying Official)

Fee Details

| Particulars | Prescribed Fee | | |
|---------------------------------------------|------------------------|------------------------|--------|
| | Under Graduate Courses | Post Graduates Courses | Ph.D |
| a. Duplicate Grade Card | 500/- | 500/- | 500/- |
| b. Correction in Grade Card / Name | 500/- | 500/- | 500/- |
| c. Duplicate Provisional Degree Certificate | 500/- | 500/- | 500/- |
| d. Duplicate Degree Certificate | 1000/- | 1000/- | 1000/- |
| e. Correction in Degree Certificate / Name | 500/- | 500/- | 500/- |
| f. Change of Name | Rs. 1000/- | | |

Note

1. Candidates applying for any of the items under (a,c,d) above after a lapse of FIVE years from the date of passing the respective examinations shall have to pay a search fee of Rs. 50/-
2. Provisional Degree Certificate will be given only from the date of announcement of the Final Degree Examinations till the date of the ensuing Convocation After that candidates are entitled to receive the Degree Certificate only (Provisional Pass Certificate will not be issued)
3. For items –a, c ,d the following documents shall be enclosed.
 - a. Affidavit on a stamped paper sworn before a judicial Magistrate or a Notary Public towards the loss of Certificate.
 - b. Certified copy of the Police FIR
4. For item No. b (correction of Name) Attested Xerox copy or its equivalent Certificate should be enclosed.
5. For Change of Name- the following documents shall be enclosed
 - a. Affidavit on a stamped paper
 - b. Newspaper Advertisement.