



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

Procedure for obtaining Official Transcripts and Certificates

Year of Passing	Document applying for	Status	Documents to be submitted	Fee to be paid	Remarks
All	Official Transcripts	Official	1) An application mentioning the number of sets of official transcripts required and the address to which the transcripts will be sent. 2) Required sets of Xerox copies of mark / grade sheets and degree certificate. 3) Bank draft of Required amount.	Rs 200/- per Institution, subject to a minimum of Rs 500/- i.e.; up to two institutions Rs 500/- & for more than two institutions @ Rs 200/- per institution]	1) All payments should be made in the form of a bank draft drawn in favour of “Director, NIT Rourkela”, payable at any bank in Rourkela. 2) All applications should be addressed to the “Assistant Registrar (Academic), NIT Rourkela, Rourkela- 769008, Odisha (India)”
1993 and before	Degree Certificates	Original	1) Filled in “Degree-in-Absentia” form obtained from the Sambalpur University. 2) Xerox copy of either Provisional Certificate or Final Mark sheet for verification. [This will be verified and signed by the Dean(Academic) at NIT Rourkela. After verification, the same will be sent by the applicant to the Sambalpur University along with required fee (to be confirmed from SU) for release of Degree certificate.]	As applicable to Sambalpur University	
between 1994 - 2002	Degree Certificates	Original	1) An application mentioning the address to which the degree certificate will be dispatched. 2) Bank draft of required amount.	Rs. 150/-	
2003	Degree Certificates	Original	1) An application mentioning the address to which the degree certificate will be dispatched. 2) Bank draft of required amount.	Rs. 1000/-	

2004 and after	Degree Certificates	Original	1) An application mentioning the address to which the degree certificate will be dispatched.	NIL
All	Certificate to correct errors	Original	1) An application mentioning "what is incorrect" and the address to which the corrected certificate will be dispatched. 2) Original incorrect certificate.	NIL
	Mark / Grade Sheets and Certificates except Degree Certificate	Duplicate	1) An application mentioning the address to which the duplicate certificate will be dispatched. 2) Xerox copy of the lost certificate. 3) Bank draft of required amount.	Rs. 500/- (each)
	Degree Certificate	Duplicate	1) An application mentioning the address to which the duplicate certificate will be dispatched. 2) Xerox copy of the lost certificate. 3) Police FIR. 4) Affidavit. 5) Bank draft of required amount.	Rs. 2000/-
	Miscellaneous services	-	1) An application mentioning the address to which the document will be dispatched. 2) Related documents 3) Bank draft of required amount.	Rs. 500/- (each service)

Sd/-

Asst. Registrar(Academic)