

FEE STRUCTURE FOR CERTIFICATES & OTHER DOCUMENTS APPLIED BY STUDENTS THROUGH ONLINE & OFFLINE IN KIIT DEEMED TO BE UNIVERSITY

Sl. No.	Certificate/ Documents	First Copy	In-Case of Duplicate Copy	Documents Required (Online/Offline) *Mandatory for Offline - Hardcopy of Application & Original Money Receipt	Whom to Apply	Postal Charges *(Note: The University does not take any liability for any misplacement or damage of the parcel due to postage)	Where to Collect
		In Rupees(₹)					
1	Semester Grade Report	Nil	150/-	(i) Photo Copy of the lost certificate (If Available). (ii) If lost, FIR Copy /Affidavit .	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
2	Final Grade Report	Nil	500/-	(i) Photo Copy of the lost certificate (If Available)/Provisional/SGR . (ii) If lost, FIR Copy & Affidavit . (iii) If damaged, certificate must be returned. (iv) Student Photo to be uploaded (Online)	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
3	Provisional Certificate	Nil	Nil	(i) Fee for Postal charge. (ii) If lost, FIR Copy & Affidavit .	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
4	Migration Certificate	200/-	300/-	(i) If lost, FIR Copy or Affidavit.	Office of the Registrar	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Office of the Registrar
5	Final Degree Certificate	Nil	1000/-	(i) Photo Copy of the lost certificate (If Available) /Provisional/SGR . (ii) If lost, FIR Copy. (iii) Affidavit Copy.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
6	Transcript Certificate	500/-	NA	(i) Photo Copy of FGR/SGR of any Semester. (ii) Address for each Transcript as notified by Institute.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Office of the Registrar
7	Transfer Certificate/College Leaving Certificate	Nil	200/-	(i) Photo Copy of the lost certificate. (ii) If lost, FIR Copy /Affidavit .	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
8	Rank Certificate	500/-	NA	(i) Application from the concerned Institution where required.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
9	Attempt Certificate /No Backlog Certificate	500/-	NA	(i) Application from the concerned Institution where required.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
10	Registration Certificate	Nil	150/-	(i) Application to the Head of the School. (ii) Money Receipt .	Head of the School	NA	Concerned School