

**FEE STRUCTURE FOR CERTIFICATES & OTHER DOCUMENTS APPLIED BY STUDENTS 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).	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$) or 4000 ₹ in Indian Currency	Concerned School
2	Final Grade Report	Nil	500/-	(i) Photo Copy of the lost certificate (If Available). (ii) If lost, FIR Copy & Affidavit. (iii) If damaged, certificate must be returned.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$) or 4000 ₹ in Indian Currency	Concerned School
3	Provisional Certificate	Nil	Nil	(i) Fee for Postal charge.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$) or 4000 ₹ in 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 Dollars \$) or 4000 ₹ in Indian Currency	Office of the Registrar
5	Final Degree Certificate	Nil	1000/-	(i) Photo Copy of the lost certificate (If Available). (ii) If lost, FIR Copy. (iii) Affidavit Copy. (iv) Student Photo to be uploaded (Online)	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$) or 4000 ₹ in 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 Dollars \$) or 4000 ₹ in 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.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$) or 4000 ₹ in 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 Dollars \$) or 4000 ₹ in Indian Currency	Concerned School
9	Attempt Certificate	500/-	NA	(i) Application from the concerned Institution where required.	Head of the School	Inside India 300(In Rupees ₹) & Outside India 60 (In Dollars \$) or 4000 ₹ in 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