

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. | 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 /Affidavit. | Office of the Registrar | Inside India 300 (In Rupees ₹) & Outside In dia 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. (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 |
| 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 |