



# भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

“An Institution of National Importance by an Act of Parliament”

Survey No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni,  
Village : Waranga, Po : Dongargaon (Butibori), District : Nagpur. (Maharashtra) - 441108

Website: www.iiitn.ac.in, Email: director@iiitn.ac.in, registrar@iiitn.ac.in, Phone: 9405215010

### **APPLICATION FOR OFFICIAL TRANSCRIPT**

To,

The Registrar  
Indian Institute of Information Technology,  
Nagpur

Sir,

I am herewith applying in prescribed format for issue of “Official Transcript” with all the relevant details and supporting documents. I request you to please provide me “Official Transcript” at the earliest.

1	Name of the Student (in Block Letters)	
2	Department / Branch in which studied	
3	Student Id No.	
4	Year of Admission in 1 <sup>st</sup> Year at IIIT, Nagpur	
5	Year of course completion (Summer...../ Winter.....)	
6	NAD Registration No.	
7	Contact No.& Email Id	
8	No. of official transcript sets required (Max. 5 sets shall be issued at a time)	
9	Last time applied for Transcripts (Y/N), if Yes, then date(DD/MM/YY)	
10	Fees paid for the official Transcript (Rs.)	
11	Payment Date & Reference Number	

Note: - Please see the Instructions for obtaining official Transcript attached as Annexure-I.

Date:

Signature of the Student

## **ANNEXURE- I**

### **INSTRUCTIONS FOR OBTAINING OFFICIAL TRANSCRIPT**

While applying for the issue of Official Transcript, the students are required to note the following:

1. Self-Attested photocopies of Grade Card and Degree Certificate are invariably required to be attached with the application in prescribed format.
2. Original Grade Card and Degree Certificate shall be required for verification and would have to be produced when demanded.
3. Photocopy of the supporting document(s) towards payment of Official Transcript Fees is required to be attached.
4. Fees Chargeable:
  - i. First 05 sets: Rs.2000/-.
  - ii. Each set there after : Rs. 500/- (Within one year from the date of issue of Official Transcript).
5. Official Transcript shall be issued within 15 days from the date of submission of application in prescribed form along with all the supporting documents and fees.
6. Official Transcript should be verified personally by the Applicant Student or his/ her Authorized Person to ensure its correctness while collecting the same.