

## **Degree / Transcript / Certificates**

**On payment of prescribed fee, the institute may issue:**

- Original Degree Certificate to those who could not collect the same at the annual convocation
- Duplicate Degree Certificate to those who might have lost the original
- Duplicate Grade Cards (Transcripts) to the alumni

**Application should be send to :**

### **For Ph.D. and Postgraduate Degree :**

Assistant Registrar (PGS&R)  
Indian Institute of Technology, Kharagpur  
Kharagpur - 721302  
West Bengal, INDIA  
Phone: 91-3222-282052 (O) ;  
Email: [asregpgr@adm.iitkgp.ernet.in](mailto:asregpgr@adm.iitkgp.ernet.in)

### **For Undergraduate Degree :**

Assistant Registrar (UGS)  
Indian Institute of Technology, Kharagpur  
Kharagpur - 721302  
West Bengal, INDIA  
Phone: 91-3222-282054 (O) ;  
Email: [arug@adm.iitkgp.ernet.in](mailto:arug@adm.iitkgp.ernet.in)

### **Format for Application:**

Name in full (in block letters):

Institute Roll no. :

Period of study at the Institute:

Department/Centre :

Degree obtained :

Year of passing the final examination :

Draft No. & Date :

Complete postal address where the degree is to be sent :

### **For Original Degree Certificate:**

The application should be sent along with a Demand draft of Rs. 1500/- payable in favour of Indian Institute of Technology, Kharagpur on any nationalized bank, payable at Kharagpur, West Bengal.

### **For Duplicate Degree Certificate :**

The application should be sent along with the following :

- Prescribed fee of Rs. 1000/- (for those living in India) or US \$200 (for those living abroad) to be paid by a bank draft in favour of Indian Institute of Technology, Kharagpur on any nationalized bank, payable at Kharagpur, West Bengal.
- An affidavit before a Court of Law for loss/theft.
- A copy of FIR from local Police Station.

**For Duplicate Grade Card:**

For very old cases beyond 15 years, an enquiry for duplicate grade cards may be sent initially for confirmation whether the same is available in the Institute.

On confirmation, the application should be sent along with prescribed fee as mentioned below in the form of a bank draft drawn in favour of Indian Institute of Technology, Kharagpur on any nationalized bank, payable at Kharagpur, West Bengal

Rs. 1500/- per copy (for those living in India)

US \$ 200 per copy (for those living abroad)

**Please note:**

Institute does not take responsibility of sending the duplicate copy of grade cards (transcripts) directly to other Institutions/organizations, in connection with the applicants' admission/employment etc.

Alumni may obtain photocopy of transcripts duly attested by Dean of Students' Affairs, only who is authorized to do so.

Those who have lost the degree certificate and desire to obtain duplicate copy of the same may submit a copy of FIR and a press cutting, listed in local newspaper about the facts stating such loss.

The general instructions and other mention regarding medium of instructions are mentioned on the reverse side of the original grade card. Noteworthy that English is the medium of instruction at all levels. No rank or class or division is awarded to the students and letter grades CGPA (Cumulative Grade Point Average) are not convertible to percentage of marks.

**For Migration Certificate:**

The application (in the format along with a copy of degree certificate) be sent accompanied with a Demand Draft of Rs. 250/- in any nationalized bank, payable at Kharagpur, West Bengal.

**VERIFICATION BY AGENTS**

Verification of certificate/credentials of alumni by the authorized verification agents be considered on receipt of details accompanied with a scanned copy of degree certificate/grade card and a signed release (authorization from the applicant) along with the following prescribed fee in the form of Bank Draft in any nationalized bank, payable at Kharagpur, West Bengal. The reply to verification request will be given via Registered Post/Speed Post or e-mail as desired by the sender of request.

**Fee for verification by Agents :**

For students who passed within last 5 years:

Rs. 1,000/- per record (if request is made within India)

US \$ 100 (if request is made from abroad)

For students who passed more than 5 years before but not beyond 15 years back:

Rs. 2,000/- per record (if request is made within India)

US \$ 200 (if request is made from abroad)