

APPLICATION FOR OFFICIAL TRANSCRIPTS

To,
The Dean (AA),
NIT Andhra Pradesh.

Sir, I may please be provided "**Official Transcripts**". The details of my academic resume at NIT, Andhra Pradesh are as follows:

1) Name of the student (in Block Letters) Mr/Mrs./Ms.:

2) Branch in which studied / studying: _____

3) Reg No. _____ Roll No.: _____

4) Year of admission to NIT Andhra Pradesh: _____

5) Year of completion of Graduation / Post Graduation from NIT Andhra Pradesh: _____

6) Contact No. & Email Address: _____

7) Number of sets required (In Words): _____

8) Full Postal Address (For sending the transcripts through post to student address:

Date:

Signature of Student

For Office use:

Please pay Rs. _____ through the SBI i-collect only.

Jr. Asst (Exams), NIT Andhra

(Please see instructions overleaf)

INSTRUCTIONS FOR OBTAINING OFFICIAL TRANSCRIPTS

The following documents shall be furnished along with the prescribed application (available on NIT Andhra Pradesh Website).

1. Students should also submit their semester wise grade sheets/Marks memos photocopies along with the envelope covers (based on No.of sets).
2. Fees chargeable:
 - (i) First five sets: Rs. 1000/-
 - (ii) Every subsequent set: Rs. 100/- per set.
3. The copy of receipt (original) of the fees paid at SBI i-collect (online) (The Challan for payment of fees shall be obtained from Exam Section) to be submitted to concerned person in Exam Section along with prescribed application, duly affirmed.

Procedure for payment:

- a) Online Payment via SBI i-collect.
4. Transcripts will be issued within 15 working days from the date of submission.
 5. Transcripts should be verified personally by the individual student or authorized person to ensure its correctness.

Sd/- Dean (AA).

Fee Payment process through i- Collect.

- a) Go to link: <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
- b) Click Check Box to proceed for payment.
- c) Select State of Corporate / Institution as **“Andhra Pradesh”**
- d) Select Type of Corporate / Institution as **“Educational Institute”** >> GO
- e) Select Educational Institutions Name as **“NIT AP FEE A/C”** >> Submit
- f) Select Payment Category as follow: **“Academic & Examination Fee”**
- g) Fill the details & Select Fee particulars as follow: **“Transcripts Fee”**