

APPLICATION FOR OFFICIAL CERTIFICATES

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

Sir, I may please be provided "All the UG/PG Pending Certificates". 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: _____

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) Mention the Certificates: _____

8) Registered for the Convocation:(Yes/No)_____ If Yes, Mode:(Attending/ In absentia)_____

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

Date:

Signature of Student

For Office use:

The above student is registering/not registering for their convocation, and the following certificates are pending with the Institute. _____

Jr. Asst (Exams), NIT Andhra

(Please see instructions overleaf)

INSTRUCTIONS FOR OBTAINING CERTIFICATES

(In lieu of paying the Certificate Retention Fee)

Students will be charged with Certificate retention fees as per the details shown below:
All students:

- Who have passed in current and previous academic year - No charge.
- Who have passed in the last 2 to 10 academic years - Rs. 1,000
- Who have passed in the last 11 to 20 academic years - Rs. 5,000
- Who have passed more than 20 academic years back - Rs. 10,000

The Fee payment receipt shall be furnished along with the prescribed application.

1. The copy of receipt (self-attested) of the fees paid at SBI i-collect (online) 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 only.
2. Certificates will be issued/ sent via post after 2-3 working days from the date of submission.
 3. Certificates 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: **“Certificate retention Fee”**