



राष्ट्रीय प्रौद्योगिकी संस्थान - आंध्रप्रदेश

NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kondrupolu, Tadepalligudem-534101,

West Godavari Dist., Andhra Pradesh, India.

No: NIT AP/AA/Exams/Transcripts/2021-22/

Date: 07/12/2021

NOTICE

Sub: - Guidelines for obtaining the official transcripts from the examination section, NIT Andhra Pradesh- For Higher studies at foreign/Indian Universities- Regarding.

The student(s) should submit a written application (addressing to Associate Dean (Academics & Examinations-UG)) indicating the purpose of obtaining the transcripts and number of sets of transcripts required.

- Along with the application, students should also submit their semester-wise grade sheets/Marks memos photocopies along with the envelope covers.
- Photocopies of the grade sheets/marks memos are to be verified and signed by the examination section.
- Photocopies of the grade sheets/marks memos signed and verified by the examination section are to be attested by the Registrar.
- The envelopes containing the attested copies are sealed and signed by the Registrar.
- The operational charges for the same are Rs.1000/- for first five sets of certificates and Rs.100/- for every extra set. The fee should be paid in the NIT Andhra Pradesh Library and the fee receipt should be enclosed along with the application submitted to the examination section.

NOTE: This entire process will take 7-10 working days from the date of application submitted in the Exam Section.

**Sd/-
Associate Dean- UG
(Academics & Exams)
NIT Andhra Pradesh**