



राष्ट्रीय प्रौद्योगिकी संस्थान - आंध्र प्रदेश

**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

Ref. No: NIT AP/Exam/Transcripts/2018-19/Note-02

Date:30.10.2018

**Guidelines for Students Applying for Transcripts**

The following are the guidelines for obtaining the transcripts from the examination branch, NIT Andhra Pradesh.

- The students should submit a written application indicating the purpose of obtaining the transcripts and number of sets of transcripts required.
- Along with the application, students should also submit their transcript photo copies on which attestation is needed
- Photo copies of the transcripts are to be verified and signed by examination section
- Transcripts signed and verified by the examination section are to be attested by the Registrar
- The students should also bring the envelopes to enclose the transcripts.
- The envelope containing the transcripts is sealed and signed by the registrar
- The operational charges for the same are Rs. 1000/- for first five sets of certificates and Rs100/- 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.

*S. Nagaraj Bhattacharya*  
Associate Dean 31/10/18  
Academic and Exams,  
NIT Andhra Pradesh

*C. Anil Kumar*  
I/c Registrar, 31/10/2018  
NIT Andhra Pradesh

Copy To:

The Registrar  
All the Notice Boards  
Library  
Accounts Section  
Students Portal