



# RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI

(An Institute of National Importance Established under the Act of Parliament)

## REQUISITION FORM

To obtain official transcripts and other certifications- "Please fill out the form **NEATLY** in **CAPITAL LETTERS**"

Student Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

B. Tech. /M. Tech./MBA/PhD: \_\_\_\_\_ Current Semester: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address: RGIPT Hostel Room No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Permanent/Correspondence Address: \_\_\_\_\_

Pin: \_\_\_\_\_

Purpose : \_\_\_\_\_

S N	Particulars of the Documents	Charges (in ₹ )	Number of Set/Copies	Mode of Payment & its details	Amount Deposited
1	<b>TRANSCRIPTS</b> For first 10 copies subsequent copies	<b>50.00 per copy</b> <b>100.00 per copy</b>			
2	<b>DUPLICATE GRADE SHEETS</b> (per copy with the copy of FIR)	<b>100.00</b>			
3	<b>BONAFIDE CERTIFICATE</b>	<b>Free of Cost</b>			
4	<b>MEDIUM OF INSTRUCTION CERTIFICATE</b> (Institute Website)	<b>Free of Cost</b>			
5	<b>CPI TO %AGE CONVERSION CERTIFICATE</b> (Institute Website)	<b>Free of Cost</b>			
6	<b>NO OBJECTION CERTIFICATE FOR INTERNSHIP OR OTHERWISE</b>	<b>Free of Cost</b>			
7	<b>PROVISIONAL DEGREE CERTIFICATE</b>	<b>Free of Cost</b>			
8	<b>VERIFICATION OF DEGREE OR CERTIFICATE</b> (only for pass-out students)	<b>2000.00</b>			
9	<b>DUPLICATE DEGREE</b> (only for pass-out students with the copy of FIR)	<b>4000.00</b>			
10	<b>MIGRATION CERTIFICATE</b> (only for pass-out students)	<b>500.00</b>			
11	<b>CHARACTER CERTIFICATE</b>	<b>Free of Cost</b>			
12	<b>ISSUE OF CERTIFICATE OTHER THAN THOSE MENTIONED ABOVE</b>	<b>To be decided by Dean (Academic Affairs)</b>			
13	<b>POSTAL CHARGES :</b> (within India) (outside India)	<b>200.00</b> <b>As per actual</b>			
14	<b>MAKE-UP EXAMINATION/MISSED EXAMINATION CHARGES (only for enrolled students)</b> (1) Subject Name: _____ (2) Subject Name: _____	<b>1000.00 per subject</b>			
15	<b>LATE REGISTRATION FEE @ ( ₹ ) 500/- per day</b> (only for enrolled students)				
16	<b>LATE DEPOSIT OF SEMESTER FEE @ ( ₹ ) 200/- per day (only for enrolled students)</b>				

Official transcripts/certificates of the enrolled & pass out students will be issued within 07 working days from the date of receiving of Requisition Form.

(Signature of Student with Date)