

ISSUE OF MIGRATION CERTIFICATE

A. MIGRATION CERTIFICATE:

The Academic Senate of the Institute, after accepting, the proposal of the Inter University Board of India and Ceylon, has discontinued the issuance of Migration Certificate.

However, Institute can issue a certificate stating above matter and that it has No-Objection if the requested student (*with student details*) who has completed a programme (*with programme details*) from the Institute to pursue further studies in any other Institute/ University.

B. FEE:

A student has to pay an amount of Rs. 500/- towards processing fee.

C. POSTAL CHARGES:

If the alumnus or his/ her representative is unable to collect the certificate in person from the DOAA office, Institute can post the same at his/ her requested address on payment of Rs. 200/- (if to be posted within India) else, Rs. 2,500/- (if to be posted outside India).

D. PAYMENT OF CHARGES:

Payment, in total, may be made through Bank Draft drawn in favor of "IITK Transcript Account" payable at "KANPUR"

OR

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

Bank name:	STATE BANK OF INDIA
Bank branch:	IIT KANPUR
Bank A/c No.:	35973361835
Bank Swift code:	SBININBB499
Beneficiary code:	SBIN0001161
Beneficiary name:	IITK Transcript Account

Furthermore, if you pay/deposit the amount through net banking/ cash deposit, you have to send/ email the scan copy of the transaction receipt detailing the transaction to pg_office@iitk.ac.in (for Postgraduate Programmes) and ug_office@iitk.ac.in (for Undergraduate Programmes) and dloffice@iitk.ac.in (for eMasters Programme)

E. MAILING ADDRESS:

You may post your application along with Demand draft at the following address:

Assistant Registrar (Academic Affairs)
Faculty Annex Building (DOAA)
Level -4
Indian Institute of Technology Kanpur
Kanpur - 208 016
Uttar Pradesh

F. PROCESSING:

Upon receiving the bank draft/ net banking transaction receipt, postal address(s) (at which the certificate is to be posted), and other relevant paper(s), if any, the request will be forwarded to the concerned unit for further processing.

May kindly note that it takes approximately 4 working days from the day of receiving the above documents to process an application (this excludes postal time).

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