

PROVISIONAL DEGREE CERTIFICATE

A. PROVISIONAL DEGREE CERTIFICATE:

A certificate stating that a student has successfully completed the courses of studies prescribed under the rules and regulations and has qualified for award of the degree in his/her discipline is called a provisional degree certificate.

This can be issued only after a student has been approved as graduate by the Academic Senate of IIT Kanpur and has cleared all dues and submitted a clearance form to this effect in DOAA office. This certificate is issued before the date of Convocation in which he/she shall be conferred degree.

B. FEE:

A student has to pay an amount of Rs. 200/- for current students towards processing fee.

C. POSTAL CHARGES:

If the student 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 eMaster Degree Programmes).

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 7 working days from the day of receiving the above documents to process an application (this excludes postal time).

XXXXX