



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

PO: IIT Kanpur, 208 016, Uttar Pradesh, India

OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

No. Academic/Pool/2025/365
February 18, 2025

OFFICE ORDER

The charges for issuing the following certificates/documents to the students enrolled and pass-out are revised w.e.f. 19th February 2025:

Current Students		Pass-Out students	
Particulars	Charges	Particulars	Charges
*Transcripts (per copy).	Rs.100/-	*Transcripts (Minimum 1 set. (5 copies of transcripts))	Rs.2000/-
*Duplicate grade-sheet	Rs.100/-	*Duplicate grade-sheet	Rs.1000/-
*Bonafide certificate <i>(Free of cost once a semester. For each additional copy)</i>	Rs.50/-	*Bonafide certificate	Rs.500/-
*Medium of Instruction Certificate	Rs.100/-	*Medium of Instruction Certificate	Rs.200/-
*CPI to % Conversion Certificate	Rs.100/-	*CPI to % conversion certificate	Rs.200/-
*No-Objection Certificate (NOC)	Rs.50/-	*Migration Certificate	Rs.500/-
*Provisional Degree Certificate	Rs.200/-	*Verification of Degree and/or certificate	Rs.2000/-
*Endorsement Certificate	Rs.200/-	*Original Degree Certificate (If not deposited the Convocation Fee).	Rs.2000/-
*Fellowship (JRF/SRF) Certificate	Rs.200/-	*Duplicate Degree certificate	Rs.5000/-
*Any other miscellaneous certificates not listed above.	Rs.200/-	*Any other miscellaneous certificates not listed above.	Rs.500/-
Courier & Handling Charges: 1. Within India 2. Outside India a. For Degree only b. For Transcripts and other Misc. Certificates	Rs.200/- Rs. 3500/- Rs. 2500/-	Courier & Handling Charges: 1. Within India 2. Outside India a. For Degree only b. For Transcripts and other Misc. Certificates	Rs.200/- Rs. 3500/- Rs. 2500/-
If any urgent request is received by 01:00 PM, the students can collect their certificate by 05:30 PM on the same day.	Rs 1000/-	For any urgent certificate, additional charges will be levied: If the request is received by 01:00 PM, the certificate will be issued by 05:30 PM on the same day.	Rs 2000/-
If any urgent request is received by 01:00 PM, the students can collect it by 01:00 PM on the next working day. The request is received after 01:00 PM, the student can collect their certificate after 02:00 PM on the next working day.	Rs 500/-	If any urgent request is received by 01:00 PM, the certificate will be issued by 01:00 PM on the next working day. The request is received after 01:00 PM, the certificate will be issued after 02:00 PM on the next working day.	Rs 1000/-

* Upon receiving the request, the office needs 3-4 working days to process the same.

Ashoke De
(Ashoke De)

Copy to:

1. Directorate
2. All Deans
3. All Associate Deans
4. All Head of Departments/IDPs/Sections
5. Finance & Accounts Section
6. All PG, UG, and OARS staff