

Procedure for ISSUING TRANSFER, CHARACTER & MIGRATION CERTIFICATE

Postal Address –

Assistant Registrar,
Student Section, Main Building,
NIT Raipur, G.E. Road,
Raipur – 492010.
C.G., INDIA.

Note –

1. If the degree was issued to the applicant by NIT Raipur, then a Transfer cum Character cum Migration Certificate (single certificate) will be issued.
2. If the degree was issued to the applicant by Pt. Ravishankar Shukla University, then only a Transfer and a Character Certificate (two documents) will be issued by NIT Raipur. For Migration Certificate student may contact the degree issuing University.

Below is the procedure to apply for Certificate :-

1. The application form for applying for Transfer/Character/Migration certificate is given in the next page.
2. Attach the following along with the application form –
 - Copy of degree certificate
 - Final year/semester grade card
 - Copy of Aadhar Card/ Matriculation/ Secondary Examination Certificate as proof of DOB and Father's/Mother's name
3. **Mode of payment :-** The charges as applicable are to be paid through online payment portal only viz., Canara Bank by using the following link:
<https://payservices.nttdatapay.com/nitraipur/>
(Transaction Category- **Postal Charges**)

In India		Outside India	
Certificate Charges (Rs.)	Postal Charges within India (Rs.)	Certificate Charges (Rs.)	Postal Charges outside India (Rs.)
NIL	300/-	NIL	1800/-

4. Student can collect the certificate within 10 working days. Student will be notified in their registered email ID once the certificate is ready.
5. Only if the applicant's degree was issued by Pt. Ravishankar Shukla University or if a duplicate certificate is required in case of loss of original
An affidavit prepared by the Notary on a non-judicial stamp paper of Rs. 10/- [Required in Original]
(The matter to be printed on the affidavit is detailed in Page-3 below)

Important:

1. Fees towards issue of certificate is NON REFUNDABLE.
2. Person collecting certificate on behalf of any other student should produce signed authority letter.

Clarification

Applicants can clarify their queries, if any, by sending an email to studentsection@nitrr.ac.in



Name	
Phone No	PIN

Sample Template

Matter to be printed for Affidavit

(To be printed on a non-judicial stamp paper of Rs.10/-)

AFFIDAVIT

I, <NAME OF THE STUDENT> son/daughter of Shri/Smt <NAME OF THE FATHER/MOTHER>, resident of <PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under :-

1. That, I was a student of National Institute of Technology, Raipur/Govt. Engineering College, Raipur from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> from the above-mentioned Institute in the <YEAR>.

3. **For duplicate Certificate only**

That, the original Transfer/Migration Certificate obtained by me from the Institute has been lost to the best of my knowledge and belief. There is no immediate likelihood of the said original certificate being traced out and in the unlikely event of the Transfer/Migration Certificate ever getting found, will not be misused.

Deponent

Verification

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date : <DATE OF WRITING AFFIDAVIT>

Place : <CURRENT CITY OF YOUR STAY>

Deponent