

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 Demand Draft in favour of "DIRECTOR, NIT RAIPUR" payable at Raipur

In India		Outside India	
Certificate Charges (Rs.)	Postal Charges within India (Rs.)	Certificate Charges (Rs.)	Postal Charges outside India (Rs.)
NIL	300/-	NIL	1800/-
If certificate is to be collected by hand, then no charges needs to be paid			

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



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(Institute of National Importance)
G.E.Road, Raipur, C.G.- 492010, India.

Phone: +91771-2252700
Fax No.: +917712254600
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

APPLICATION FOR TC/CHARACTER/MIGRATION CERTIFICATE
(to be filled in **BLOCK** letters)

A. Candidate's Details			
Name			
Roll			
Mobile			
Email			
Date of Birth (DD/MM/YYYY)			
Father's Name			
Mother's Name			
Name of Course			
Branch			
Date of Joining (MM/YYYY)			
Date of Passing (MM/YYYY)			
Purpose for TC/CC/Migration			
B. Payment Details (Attach original Demand Draft)			
DD No:	Issuer Bank Name:	Issue Date:	Amount:
C. Postal Address to send documents (In Capital Letters) <i>Leave blank if Certificate has to be collected by-hand</i>			
Name			
Address			
Phone No		PIN	

Postal Address to send documents (In Capital Letters) [as mentioned in 'C' above]

Name	
Address	
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