



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI
(An Institute of National Importance Established under the Act of Parliament)

FORM SL.NO.

REQUISITION FORM

(For obtaining the official transcripts and other certificates- "Please fill out Form **NEATLY**")

Student Name: _____ **Roll No.:** _____ **Father's Name:** _____

B. Tech. /M. Tech./MBA/PhD: _____ **Completion Date of Academic Program:** _____

Present Address: RGIPT Hostel Room No.: _____

Permanent/Correspondence Address: _____

Pin _____

Purpose: _____

SN	Particulars of the Documents	Charges (in ₹)	Number of Set / Copies	Mode of Payment & its details	Amount Deposited
1	TRANSCRIPTS (per copy) <i>Student Enrolled</i> <i>Pass-out student</i>	250.00 750.00			
2	DUPLICATE GRADE SHEETS (per copy) <i>Student Enrolled</i> <i>Pass-out student</i>	200.00 500.00			
3	BONAFIDE CERTIFICATE <i>Student Enrolled (Free of cost once in a Semester)</i> <i>Pass-out student</i>	50.00 200.00			
4	MEDIUM OF INSTRUCTION CERTIFICATE <i>Student Enrolled</i> <i>Pass-out student</i>	100.00 200.00			
5	CPI TO %AGE CONVERSION CERTIFICATE <i>Student Enrolled</i> <i>Pass-out student</i>	100.00 200.00			
6	NO OBJECTION CERTIFICATE FOR INTERNSHIP OR OTHERWISE <i>Student Enrolled</i> <i>Pass-out student</i>	100.00 250.00			
7	PROVISIONAL DEGREE CERTIFICATE <i>Student Enrolled</i> <i>Pass-out student</i>	200.00 4000.00			
8	VERIFICATION OF DEGREE OR CERTIFICATE (only for pass-out students)	2000.00			
9	DUPLICATE DEGREE CERTIFICATE (only for pass-out students)	4000.00			
10	MIGRATION CERTIFICATE (only for pass-out students)	500.00			
11	CHARACTER CERTIFICATE <i>Student Enrolled</i> <i>Pass-out student</i>	100.00 300.00			
12	DUPLICATE FINAL GRADE REPORT (only for pass-out students)	1000.00			
13	UPDATING/UPGRADING OF GRADE SHEETS (per copy) (only for enrolled students)	100.00			
14	ISSUE OF CERTIFICATE OTHER THAN THOSE MENTIONED ABOVE <i>Student Enrolled</i> <i>Pass-out student</i>	200.00 200.00			
15	POSTAL CHARGES : (within India) (outside India)	200.00 1500.00			
16	MAKE-UP EXAMINATION/MISSED EXAMINATION CHARGES (only for enrolled students) (1) Subject Name: _____ (2) Subject Name: _____	1000.00			
17	LATE REGISTRATION FEE @ ₹ 500/- per day (only for enrolled students)				
18	LATE DEPOSIT OF SEMESTER FEE/TRANSACTION RECEIPT @ ₹ 200/- per day (for reconciliation purpose) (only for enrolled students)				

Official transcripts/certificates of the Enrolled & Pass-out students will be issued within seven working days from the date of receiving Requisition Form.

(Signature of Student with Date)