



# RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI

(An Institute of National Importance Established under the Act of Parliament)

## 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.: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Permanent/Correspondence Address: \_\_\_\_\_

Pin \_\_\_\_\_

Purpose: \_\_\_\_\_

S N	Particulars of the Documents	Charges (in ₹)	Number of Set/Copies	Mode of Payment & its details	Amount Deposited
1	<b>TRANSCRIPTS</b> For first 10 copies subsequent copies	50.00 per copy 100.00 per copy			
2	<b>DUPLICATE GRADE SHEETS</b> (per copy with the copy of FIR)	100.00			
3	<b>BONAFIDE CERTIFICATE</b>	Free of Cost			
4	<b>MEDIUM OF INSTRUCTION CERTIFICATE</b> (Institute Website)	Free of Cost			
5	<b>CPI TO %AGE CONVERSION CERTIFICATE</b> (Institute Website)	Free of Cost			
6	<b>NO OBJECTION CERTIFICATE FOR INTERNSHIP OR OTHERWISE</b>	Free of Cost			
7	<b>PROVISIONAL DEGREE CERTIFICATE</b>	Free of Cost			
8	<b>VERIFICATION OF DEGREE OR CERTIFICATE</b> (only for pass-out students)	2000.00			
9	<b>DUPLICATE DEGREE</b> (only for pass-out students with the copy of FIR)	4000.00			
10	<b>MIGRATION CERTIFICATE</b> (only for pass-out students)	500.00			
11	<b>CHARACTER CERTIFICATE</b>	Free of Cost			
12	<b>ISSUE OF CERTIFICATE OTHER THAN THOSE MENTIONED ABOVE</b>	To be decided by Dean (Academic Affairs)			
13	<b>POSTAL CHARGES :</b> (within India) (outside India)	200.00 As per actual			
14	<b>MAKE-UP EXAMINATION/MISSED EXAMINATION CHARGES</b> (only for enrolled students) (1) Subject Name: _____ (2) Subject Name: _____	1000.00 per subject			
15	<b>LATE REGISTRATION FEE @ ₹ 500/- per day</b> (only for enrolled students)				
16	<b>LATE DEPOSIT OF SEMESTER FEE @ ₹ 200/- per day</b> (only for enrolled students)				

Official transcripts/certificates of the enrolled & pass out students will be issued within 07 working days from the date of receiving of Requisition Form.

(Signature of Student with Date)