



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI

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

REQUISITION FORM

To obtain official transcripts and other certifications- "Please fill out the form **NEATLY** in **CAPITAL LETTERS**"

Student Name: _____ Roll No.: _____

Father's Name: _____ Mother's Name: _____

B. Tech. /M. Tech./MBA/PhD: _____ Current Semester: _____ Date of Birth: _____

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