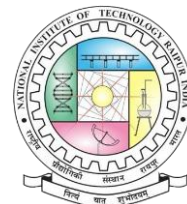




राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

Under Ministry of Education, Govt. of India



Procedure for Issuing Transfer, Character & Migration Certificate

Postal Address –

Assistant Registrar,
Student Section, Main Building,
NIT Raipur, G.E. Road, Raipur
Chhattisgarh (India) 492010

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
 - Attach Original Affidavit of Rs.10/-
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/>
(Transation Category- **Student Section** (for Certificate Charges))
(Transation Category- **Postal Charges** (for Certificate Charges))

In India		Outside India	
Certificate Charges (Rs.)	*Postal Charges within India (Rs.)	Certificate Charges (Rs.)	*Postal Charges outside India (Rs.)
500/-	300/-	500/-	2500/-
* Postal charges are applicable only for applicants who choose postal delivery or are unable to collect the document in person from the Institute.			

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. A mandatory affidavit, duly prepared and notarized on non-judicial stamp paper of a minimum value of ₹10, must be submitted 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.



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APPLICATION FOR TRANSFER/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 Copy of Payment Receipt)				
Transaction ID No:		Transaction 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		PINCODE:		

Applicant's Signature with Date

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. That the original Transfer/Migration Certificate issued to me by the Institute has either been lost, to the best of my knowledge and belief, or has not been collected by me from the Institute. Despite diligent efforts, the said original certificate could not be traced and there is no immediate likelihood of its recovery. In the event that the original Transfer/Migration Certificate is subsequently found or comes into my possession, I undertake that it shall not be misused and shall be dealt with in accordance with the applicable rules and regulations.

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