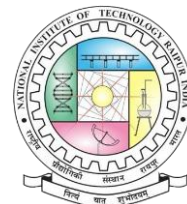




राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

Under Ministry of Education, Govt. of India



Procedure to Apply for Transcript

1. Fill up the online Transcript form at <https://mis.nitr.ac.in/TranscriptApplication.aspx> (Click on the link).
2. For a new application click on “New Application” and enter all the details on the next page. Mandatory items are marked with an asterisk (*).
3. After completion of the form click on the Submit button, the details of the fee along with the Payment.
4. Enter your valid Email ID and mobile number which will be used for the correspondence.
5. **Essential documents –**
 - Upload your Marksheets for all semesters (1st to last semester) as a single PDF document. Scan from originals only will be accepted. Also kindly scan and upload marksheets in portrait format.
 - If you have any other forms to submit (e.g. WES Form with reference number), kindly include them in the same PDF mentioned in the above point. All the forms should be completely filled, signed and included in the PDF.
 - While submitting PDF containing certificates, please see that all the documents are readable and 100% printable in size A4.
 - Upload valid photo ID Proof.
 - In case someone else is collecting documents on the applicant's behalf – Upload a Letter of Authority along with the ID proof of the person authorized in case the applicant is deputing some person to receive the transcripts on his/her behalf.
6. After completion of the form click on the “Submit” button. The Payment gateway shall be available on the next screen.
Transcript Charges

Printing charges	₹ 1700/-
GST (@18%)	₹ 306/-
Total (for 1 set having 5 copies)	₹ 2006/-

Note – Indian Postal charges ₹ 300/- and Outside India Postal charges ₹ 2500/- (per copy) are additional to the above fees.

7. After successful payment a confirmation notification will be sent to the registered email id. In case of any payment error due to any network/connectivity issues, it may take 2-3 working days to confirm the transaction by reconciliation with the bank.
8. The transcripts will normally be issued within 7 working days of receipt of the complete application supported with documents. However, no specific time frame for issuing transcript(s) can be given in any compelling circumstances. The individual can collect the transcript in sealed cover from the Student Section of the Institute. The Applicant will receive a notification after approval of the transcript on his/her email id.
9. Once an application is made, it cannot be withdrawn/cancelled. No refund will be initiated under any circumstances.

In case of any queries, please send your queries to **studentsection@nitr.ac.in** or call the Student Section on the following contact numbers: +91-9981544944 (Monday to Friday between 10 AM to 6 PM).