INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Application for Issue of Transcript(s) (Passed out students)

To,   Date : _____

The Assistant Registrar (Academic)
IIT Bhubaneswar

Sir,

Kindly issue _____No(s). of copy of Academic Transcript(s) for the **purpose** of _____

_____

The necessary details are furnished hereunder for reference.

School/ Department:		
Name :		Roll No.:
Programme :	Batch Year (admission year.):	Passing Year :
Mobile No.:	Email ID :	
Rs.	**Payment Transaction** No.	Date:
Do you need the Transcript in signed and sealed envelope?	**Yes** ☐ **No** ☐ *[please tick(√) whichever is applicable]*	
Complete Postal address with email and Mobile No. of applicant		

 1) *Please attach a scanned copy of Identity Card (Voter Card / Aadhar Card / Pan Card / Driving Licence / Passport)*
 2) *Please attach a copy of the screen shot as proof of successful payment*

                                                                                  Signature of the Applicant

Account details for online payment of fees (through money transfer) for issue of Transcript (Passed out students)

Name of the Bank: State Bank of India
A/c No. 30824066553
IFSC Code: SBIN0004414
State Bank of India, Fortune Tower Bhubaneswar,
Account Holder Name: Registrar IIT Bhubaneswar

Note:

1. **Rs.1500/-** per Transcript (charges in India) & **US$200** per transcript (charges for abroad) vide Office Order No. 47/dated 08.11.2012
2. The Institute does not take any responsibility of sending the duplicate copy of Transcript / Semester Grade Card directly to other Institutions/ Organisations, in connection with the applicants' admission/employment etc.
3. Transcript(s) will be issued only after confirmation of online Payment of fees.

FOR OFFICE USE

  ◦   The above details are verified and found correct. Transcript can be issued as requested.

Jr. Superintendent (Acad.)   **Jr. Asst. (UG.)**

AR (Academics) / OSD (Academics)