

## **PASS OUT BONA FIDE STUDENT CERTIFICATE**

### **A. PASS OUT BONA FIDE STUDENT CERTIFICATE:**

A student graduated from IIT Kanpur can request for a certificate stating that he was a bona fide student of this Institute is called Pass out bona fide student certificate.

### **B. FEE:**

Alumnus has to pay an amount of Rs.500/- towards processing fee.

### **C. POSTAL CHARGES:**

If the alumnus or his/ her representative is unable to collect the certificate in person from the DOAA office, Institute can post the same at his/ her requested address on payment of Rs. 200/- (if to be posted within India) else, Rs. 1,500/- (if to be posted outside India).

### **D. PAYMENT OF CHARGES:**

Payment, in total, may be made through Bank Draft drawn in favor of "THE REGISTRAR, IIT KANPUR" payable at "KANPUR"

**OR**

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

Bank name:	STATE BANK OF INDIA
Bank branch:	IIT KANPUR
Bank A/c No.:	35973361835
Bank Swift code:	SBININBB499
Beneficiary code:	SBIN0001161
Beneficiary name:	Registrar, IIT Kanpur

Furthermore, if you pay/deposit the amount through net banking/ cash deposit, you have to send/ email the scan copy of the transaction receipt detailing the transaction to [kdey@iitk.ac.in](mailto:kdey@iitk.ac.in) or [atuls@iitk.ac.in](mailto:atuls@iitk.ac.in) (for Postgraduate Programmes) and [rkpatel@iitk.ac.in](mailto:rkpatel@iitk.ac.in) or [satul@iitk.ac.in](mailto:satul@iitk.ac.in) (for Undergraduate Programmes).

**E. MAILING ADDRESS:**

You may post your application along with Demand draft at the following address:

Assistant Registrar (Academic Affairs) Room No. 201  
Academic Affairs Building  
(Adjacent to Staff Canteen)  
Indian Institute of Technology Kanpur  
Kanpur - 208 016  
Uttar Pradesh  
India

**F. PROCESSING:**

Upon receiving the bank draft/ net banking transaction receipt, postal address(s) (at which the certificate is to be posted), and other relevant paper(s), if any, the request will be forwarded to the concerned unit for further processing.

May kindly note that it takes approximately 4 working days from the day of receiving the above documents to process an application (this excludes postal time).

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