



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

PO: IIT Kanpur, 208 016, Uttar Pradesh, India

OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

No. Academic Pool/2026- 259

Date: Jul 24, 2026

Office Order

Upon the approval of the competent authority, the charges for issuing the following certificates/documents to the students enrolled and pass-out are revised w.e.f. July 24, 2026:

Current Student		Pass-out students	
Particular	Revised Charges	Particulars	Revised Charges
*Transcripts (per copy)	Rs. 100/-	*Transcripts (Minimum 1 set. (5 copies of transcripts))	Rs. 2000/-
*Duplicate grade-sheet	Rs. 100/-	*Duplicate grade-sheet	Rs. 1000/-
*Bonafide certificate (Free of cost once a semester. For each additional copy)	Rs. 100/-	*Provisional Degree Certificate	Rs. 1000/-
*Medium of Instruction Certificate	Rs. 150/-	*Medium of Instruction Certificate	Rs. 250/-
*CPI to % conversion certificate	Rs. 150/-	*CPI to % conversion certificate	Rs. 250/-
*No-Objection Certificate (NOC)	Rs. 100/-	*Migration /Bonafide certificate	Rs. 500/-
*Endorsement Certificate	Rs. 200/-	*Verification of Degree and/or certificate	Rs. 2000/-
*Fellowship (JRF/SRF) Certificate	Rs. 250/-	*Original Degree Certificate (if not deposited the Convocation Fee)	Rs. 2000/-
		*Duplicate Degree Certificate	Rs. 5000/-
*Any other miscellaneous certificates not listed above.	Rs. 250/-	*Any other miscellaneous certificates not listed above.	Rs. 500/-
Courier & handling Charges 1. Within India 2. Outside India a. For Degree only b. For Transcripts and other Misc.	Rs. 300/- Rs. 3500/- Rs. 2500/-	Courier & handling Charges 1. Within India 2. Outside India a. For Degree only b. For Transcripts and other Misc.	Rs. 300/- Rs. 3500/- Rs. 2500/-
Certificates		Certificates	
If any urgent request is received by 01:00 PM, the students can collect their certificate by 05:30 PM on the same day.	Rs. 1000/- + Above charges as applicable	For any urgent certificate, additional charges will be levied: If the request is received by 01:00 PM, the certificate will be issued by 05:30 PM on the same day.	Rs. 2000/- + Above charges as applicable
If any urgent request is received by 01:00 PM, the students can collect it by 01:00 PM on the next working day. The request is received after 01:00 PM, the student can collect their certificate after 02:00 PM on the next working day.	Rs. 500/- + Above charges as applicable	If any urgent request is received by 01:00 PM, the certificate will be issued by 01:00 PM on the next working day. The request is received after 01:00 PM, the certificate will be issued after 02:00 PM on the next working day.	Rs. 1000/- + Above charges as applicable

* Upon receiving the request, the office needs 3-4 working days to process the same.

Abheejeet Mohapatra
24/7/26
(Abheejeet Mohapatra)

Copy to:

1. Directorate
2. All Deans
3. All Associate Deans

4. All Head of the Departments/ IDPs/Sections
5. Finance & Accounts Section
6. All UG, PG and OARS Staff