

### Issue of Duplicate Certificate:

Duplicate Certificates (Grade Sheets/Study & Conduct/ Provisional Certificate/ Consolidated Marks Memo/ Transfer Certificate/ Original Degree Certificate) is issued only for genuine cases and for that purpose simple application (addressing to the Assoc Dean, Academics) enclosing the following to be sent to the Exam section, NIT Andhra Pradesh.

Item	In case of lost or stolen	In case of damage
<b>Required Documents</b>	<ol style="list-style-type: none"><li>1. Copy of FIR filed with Police intimating the loss of the Certificate.</li><li>2. Non-traceable Certificate/ letter issued by the Police authority.</li><li>3. Affidavit signed in stamped paper (Rs. 20/-) with an undertaking to return the duplicate certificate in the case the original is found out. (Format of the affidavit given in the <b>annexure-I</b>).</li><li>4. Application for duplicate certificate(s).</li><li>5. One passport-size Photograph (For Original Degree Certificate).</li><li>6. Copy of Government issued photo id proof self-attested.</li></ol>	<ol style="list-style-type: none"><li>1. Damaged certificate(s).</li><li>2. Application for duplicate certificate(s).</li><li>3. One passport-size Photograph (For Original Degree Certificate).</li><li>4. Copy of Government issued photo id proof self-attested.</li></ol>
<b>Fee for Original Degree Certificate</b>	Rs. 2000 /- (Rupees Two thousand only)	
<b>Fee for other certificates</b>	Rs. 500 /- per certificate (Rupees five hundred per certificate)	
<b>Duration to get Duplicate certificate(s)</b>	<p><b><i>In case of other certificates:</i></b> From the date on which all necessary documents are received, the entire process takes at least 15 working days.</p> <p><b><i>In case of original degree certificate:</i></b> from the date at which all necessary documents were received, the entire process takes a maximum of 3 months.</p>	

***Other certificate(s):*** Grade Sheets/Study & Conduct/ Provisional certificate/ Consolidated marks memo/ Transfer cum migration certificate

### Fee Payment process through i- Collect.

- a) Go to link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>.
- b) Select category as "Educational Institutions".
- c) Select Educational Institutions Name as "NIT AP FEE A/c" >> Submit
- d) Select Payment Category as follow: "Academic & Examination Fee"
- e) Fill the details & Select Fee particulars as follow: "Duplicate Certificate Fee"
- f) Proceed with the fee payment and save the payment receipt for application process.

## Affidavit Format

Affidavit of Sri/Smt /Dr. -----

I, ----- S/o/D/o -----, aged about ----- years  
and residing at -----  
----- do hereby solemnly affirm and sincerely state as follows :

I state that I have lost my ----- degree certificate (Roll No. - -----)  
given in the year ----- and if I do manage to recover or find the original -----  
certificate, I shall return the duplicate certificate to the concerned authorities at NIT  
Andhra Pradesh, Tadepalligudem-534101.

The above mentioned facts are true and correct to the best of my knowledge,  
information, and belief.

Signature of the Deponent

Solemnly affirmed at \_\_\_\_\_ on this -----  
day of -----20YY and signed her/her  
name in my presence.

Deponent signed before me

Seal of the Notary