

Processing Fees, Postal charges and Other Enclosures required to be submitted along with the Application form

S.no.	Document Required	Enclosure(s)	Processing Fees	Postal charges (as applicable if any)
1	Degree	1. Copy of final year self-attested mark sheet 2. FIR copy/ Police intimation copy for duplicate degree 3. Original Affidavit by Notary on Rs.100 stamp paper for Duplicate Degree	Degree fees Rs. 500/- Duplicate degree fees Rs. 1000/-	http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf
2	Migration	1. Original final year Mark sheet to be brought at the time of collecting Migration/ Transfer certificate 2. Copy of the final year self-attested mark sheet 3. FIR/ Police intimation copy for duplicate migration/Transfer certificate 4. Original Affidavit by Notary on Rs.100 stamp paper for Duplicate migration/Transfer certificate	Migration fees Rs. 300/- Duplicate migration fees Rs 600/-	Not to be posted
3	Transcripts	1. Self attested copy of mark sheets of all semesters 2. Copy of degree	Rs 1500/- for TEN copies, Rs. 100/- for each additional copy	http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf
4	Duplicate mark sheet/ grade sheet	1. Original affidavit by Notary on Rs.100 stamp paper 2. Original Police intimation copy/FIR copy 3. Photocopy of required mark-sheet/grade-sheet	Rs. 200/- for each mark-sheet/grade-sheet.	http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf
5	Medium of Instruction Certificate	1. Copy of final semester self-attested mark sheets OR 2. Copy of degree	-	By E-mail
6	Conversion Certificate GGPA to % age	1. Copy of final semester self-attested mark sheets OR 2. Copy of degree	-	

Note:

*Students admitted from year 2017 onwards need not pay fees for Original degree & Migration/Transfer Certificate (as necessary fees have been deposited at the time of admission). However separate fees have to be paid for getting duplicate/ corrected documents of the same.

*Please pay requisite fees and postal charges (as applicable) online through SBI collect or RTGS and send scanned copy of payment slip with final year mark sheet. [Link for fees submission: https://www.onlinesbi.com/prelogin/collecthome.htm](https://www.onlinesbi.com/prelogin/collecthome.htm)

*Issue of Transcript/ Degree Certificate/Migration/ Duplicate mark sheet/ Education verification/ any other desired relevant certificate will require minimum 14 working days from the date of submission of complete application with requisite fees, all enclosures and relevant postal charges(if any).

*Original Degree will only be handed over to student or his parents else it will be sent by post.

AUTHORITY LETTER

To

**Professor In charge (Examination)
Office of Examination
MANIT
Bhopal**

Subject: Regarding Authority Letter to collect document(s)

Dear Sir/Madam,

I {*Name of the student/applicant*} (Scholar No: _____) hereby authorize {*Name of the authorized person*} (whose signature are attested below) to act as my representative and collect following document(s) on my behalf from Office of Examination, MANIT Bhopal.

(Please whichever is applicable)

i	Issue of Duplicate degree/Corrected degree	<input type="checkbox"/>	v	Transcripts	<input type="checkbox"/>
ii	Issue of Migration/Transfer Certificate	<input type="checkbox"/>	vi	Issue of Medium of Instruction Certificate	<input type="checkbox"/>
iii	Issue of Duplicate Migration/Transfer Certificate	<input type="checkbox"/>	vii	Conversion Certificate GGPA to % age	<input type="checkbox"/>
iv	Issue of Duplicate/Corrected mark sheets/ grade sheet(s)	<input type="checkbox"/>	viii	Any other document related to exam, please specify	<input type="checkbox"/>

Further, to state Mr/Ms.{*Name of the authorized person*} is my {*mention your relationship with the authorized person*}. In this respect a copy of my identity proof and attested identity proof Mr/Ms.{*Name of the authorized person*} is enclosed with the application for verification at your end.

Signature of the Authorized person

Thanking You

Date:

Sincerely

Place:

Name & Sign.(Student/Applicant)

Enclosures:

- a) Copy of Aadhar card of {*Name of the Student/Applicant*}
- b) Copy of Aadhar card of {*Name of the Authorized Person*}

Note: Original Degree will only be handed over to student or his parents else it will be sent by post