



## MANIPUR TECHNICAL UNIVERSITY, IMPHAL

### APPLICATION FORM FOR OBTAINING GRADE CARD/CONSOLIDATED ACADEMIC TRANSCRIPT/DEGREE CERTIFICATE

1. Name of the student: .....  
(IN BLOCK LETTER as recorded in Matriculation)
2. Registration No: .....Year.....Gender:  (Male/Female/Other)
3. Father's/Husband's Name: .....
4. Home Address: .....
5. Town/Village/City: .....  
P.S.: ..... P.O.: .....  
District: ..... State: .....  
Pin: ..... Phone/Mobile No: .....  
e-mail Id: .....
6. Details of Certificate of Transcript applied for ( Tick Whichever is required)
  - (i). Semester :                      Sem 1     Sem 2     Sem 3     Sem 4   
                                                 Sem 5     Sem 6     Sem 7     Sem 8
  - (ii). (a) Degree Certificate:     (b) Marksheet:   
            B. Tech     M. Tech     MBA     Others
  - (iii). Consolidated Academic Transcript:
7. Whether the transcript is
  - (i) to be sent by post
  - (ii) to be delivered to authorized person
  - (iii) to be collected personally by the candidate
8. Specimen signature and address of the applicant or the person authorized to collect the transcript.  
Specimen Signatures
  - (i). \_\_\_\_\_
  - (ii). \_\_\_\_\_
  - (iii). \_\_\_\_\_
9. Mode of payment: Cash/Draft No.....Date.....

The above particulars are true to the best of my knowledge and belief.

Date: .....  
Place: .....

Signature of the Candidate/Authorized person

## RULES

### RULES

1. (A) The original certificate of all examination will be issued after 30 (Thirty) working days from the date of submission of application form.

(b) Urgent case:

The certificate will be issued after 7 (seven) working days on payment of urgent fee .

(c) Special case:

Certificate will be issued after 3(three) working days.

2. The prescribed application form should be submitted to the certificate section (MTU) along with the original or attested photocopy of provisional marksheet, Registration certificate, Admit card and attested photocopy of marksheet /certificate of passing HSLC/Matriculation Examination.

3. MTU registration certificate in original (if migrated, the Registration No. should be verified by the registration and migration section of the university) or attested photocopy of migration certificate to be enclosed.

4. In case of private candidate the prescribed form must be counter signed by the Asst. controller of examinations (MTU)

5. The application of duplicate certificate must be accompanied by an affidavit sworn before a first class magistrate by him/her, police report & a copy of the insertion in a newspaper to testify the loss or damage of the original certificate.

6. No action will be taken unless the above rules are fulfilled and the application will be summarily rejected without further communication. Inaccuracy of information submitted may lead to rejection of the application and in such case fee deposited also shall not be refunded.

7. Fee details:

Original Certificate	Normal	Urgent	Special Case
Diploma/PGD	Rs. 500	Rs. 600	Rs. 1000
B.Tech	Rs. 500	Rs. 600	Rs. 1000
MBA	Rs. 600	Rs. 700	Rs. 1100
Consolidated Transcript	Rs. 1000	Rs. 1500	Rs. 2000

Duplicate Fees

Original Certificate	Normal	Urgent	Special Case
Diploma/PGD	Rs.600	Rs.800	Rs.1100
B.Tech	Rs.600	Rs.800	Rs.1100
MBA	Rs.700	Rs.900	Rs.1200
Consolidated Transcript	Rs.1200	Rs.1700	Rs.2400