



# MANIPUR TECHNICAL UNIVERSITY, IMPHAL

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

Application Request:      Normal                       Urgent

1. Name of the student: ..... (IN BLOCK LETTER as recorded in Matriculation)

2. Department: ..... Year of completion .....

3. Registration No: ..... Gender: (Male/Female/Other)

4. Father's/Husband's Name: .....

5. Home Address: .....

6. Town/Village/City: .....

P.S.: ..... P.O.: .....

District: ..... State: ..... Pin:

..... Phone/Mobile No: ..... e-mail

Id: .....

7. Details of Certificate or Transcript applied for ( Tick Whichever is required)

(i). Grade Card:                            Original                       Duplicate   
Semester:                      Sem 1       Sem 2       Sem 3       Sem 4   
   Sem 5       Sem 6       Sem 7       Sem 8

(ii). Degree Certificate:                            Original                       Duplicate   
B. Tech       M. Tech       MBA       Others

(iii). Consolidated Academic Transcript:       Original                       Duplicate

8. 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

9. Specimen signature and address of the applicant or the person authorized to collect the certificate/transcript.

Specimen Signatures

- (i). \_\_\_\_\_
- (ii). \_\_\_\_\_
- (iii). \_\_\_\_\_

10. 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) Normal:

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 10 (ten) working days on payment of urgent fee

2. The prescribed application form should be submitted to the certificate section (MTU) along with the original or attested photocopy of Admit card/certificate of passing HSLC/Matriculation Examination and No Dues Certificate.

3. 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.

4. 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.

5. Fee details

<b>Certificate</b>	<b>Normal</b>	<b>Urgent</b>
Original Diploma/PGD	Rs. 500	Rs. 600
Original B.Tech	Rs. 500	Rs. 600
Original MBA	Rs. 600	Rs. 700
Original Consolidated Academic Transcript	Rs. 1000	Rs. 1500

<b>Certificate</b>	<b>Normal</b>	<b>Urgent</b>
Duplicate Grade Card	Rs. 600	Rs. 800
Duplicate Diploma/PGD	Rs.600	Rs.800
Duplicate B.Tech	Rs.600	Rs.800
Duplicate MBA	Rs.700	Rs.900
Duplicate Consolidated academic Transcript	Rs.1200	Rs.1700