Procedure to issue Original/ Duplicate Certificates.

Sl. No.	Type of Document	Documents to be submitted	Fee
1	Original Degree Certificate for those in absentia.	Photocopy of Govt. Issued ID Proof. Duly filled Common application form available on Institute website.	Free
2	Transfer- Migration Certificate/ Character Certificate (For passed out students only)	Photocopy of Govt. issued ID card. Duly filled Common application form available on Institute website.	₹ 1000/-
3	Rank Certificate/ Course Completion Certificate (For passed out students only)	Copy of SBI Collect Fee Payment receipt. Duly filled Common application form available on Institute website.	₹ 1000/-
4	Transcript	Photocopy of original All semester grade sheets. Copy of SBI Collect Fee Payment receipt. Duly filled Common Application form available on the Institute website.	₹ 1000/- (One copy free and additional copy charged)
5	Provisional Degree Certificate	Duly filled Common Application form.	Free
6	Verification of Degree Certificate/ Academic Credential	Photocopy of Degree Certificate. Photocopy of Final Semester Grade sheet.	Free
7	Duplicate/ Correction of Identity Card (Only for enrolled students)	FIR Copy. Copy of SBI Collect Fee Payment receipt. Duly filled ID card Form.	₹ 1000/-
8	Duplicate Grade Sheet	FIR copy in case of Lost/theft. Photocopy of original grade sheets. Copy of SBI Collect Fee Payment receipt. Duly filled Common Application form available on the Institute website.	₹ 1000/-
9	Duplicate Degree Certificate. (Issued only if the Original Degree Certificate is lost or stolen or damaged)	FIR Copy. Affidavit prepared by the Notary on non-judicial Rs.10/- stamp paper. (Affidavit format is enclosed below) Photocopy of the original degree conferred by NIT Meghalaya. Copy of SBI Collect Fee Payment receipt. Duly filled Common Application form available on the Institute website.	₹ 5000/-
10	Bonafide Certificate	Duly filled Common Application form available on the Institute website.	Free
11	Any other Certificate	Duly filled Common Application form available on the Institute website.	Free

Postal charges:

1. Postal Charges 200/- (within India).
2. Postal Charges As per actual (Overseas).

List of certificates which are issued free of cost.

1. Bonafide Certificate (1 copy in a semester).
2. NoC for Short Term/ Long Term Internship.
3. Any certificate for the purpose of Internship.
4. Fee Structure.
5. E- copy of semester result.
6. Endorsement certificate.
7. NET exemption certificate.
8. NoC for visa application.
9. Certificate for employment.

Important Links:

Common Application Form - Link
Payment Link - https://www.onlinesbi.sbi/sbicollect/icollecthome.htm

<ins>Proforma for Affidavit</ins>

(To be printed on a non-judicial stamp paper of Rs. 10/-)

AFFIDAVIT

I, <NAME OF THE CANDIDATE> son of Shri. <NAME OF FATHER/ MOTHER>, resident of <PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:

1. That, I was a student of National Institute of Technology Meghalaya from <MONTH & YEAR> till <MONTH & YEAR>.

2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> from National Institute of Technology Meghalaya in the year <GRADUATING YEAR>.

3. That, the original <NAME OF THE PROGRAMME> Degree Certificate conferred upon me by the National Institute of Technology Meghalaya has actually been lost and to the best of my knowledge and belief, there is no immediate likelihood of the said original certificate being traced out.

4. That, in the unlikely event of the original degree certificate ever getting found, will not be misused.

Deponent

Verification

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFIDAVIT>

Place: <CURRENT CITY OF YOUR STAY>

Deponent

Payment Procedure through SBI Collect:

Read the Instruction carefully and proceed for payment after putting your Details.

Step:1: Go to the SBI collect website by following the address mentioned below
https://www.onlinesbi.sbi/sbicollect/icollecthome.htm

Step: 2: Select the Category "Educational Institutions"

Step 3: Search "NIT Meghalaya" and select "NIT MEGHALAYA FEE COLLECTION".

Step 4: Select the payment category "Academic Certificates and ID".

Step 5: Fill the details in the form and fill the appropriate amount as per the category and make payment.

Step 6: After completing the online payment. Generate the payment receipt in pdf format and keep it for your future reference.