OFFICE OF THE DEAN ACADEMIC

Ref.No: NITJSR/ACD/ 2022/ 315   Date: 22/11/2022

NOTICE

Please find the process and procedure to collect Transcript from the Institute is as follows:-

It is required to pay a sum of rupees **five hundred only (Rs. 500/-) for first five copies** and rupees **two hundred only (Rs. 200/-) for each additional copy**. Postal charges would be levied at the rate of rupees **three thousand only (Rs. 3000/-) up to 10 copies** and rupees **five thousand only (Rs. 5000/-)** for more than ten copies in case transcripts are required to be sent to abroad.

The payment only in online mode is accepted and the link for payment is as follows:-

The link https://www.onlinesbi.com/sbicollect/icollecthome.htm, you will be redirected to SBI Collect page, then

- Click Checkbox to accept **'Terms &conditions'**
- Then click on **'Proceed'**
- Select State as **'Jharkhand'**
- Select Type of Category as **'Educational Institutions'**
- Click on **'Go'**
- Select the Name of the institution as **"NIT Jamshedpur"**
- Select the payment category as **'Transcript Fee'**
- On the next screen, fill all the details like Registration Number and Name of applicant, Email ID, Mobile Number etc.
- Click on **'Submit'**
- On the next screen, verify the details and click on **'Confirm'**. If there is any correction go back and do the correction.
- Now you will be taken to payment gateway.
- Choose **'Mode of Payment'** as per your convenience and complete the payment process.

It is advised to submit the request to the Assistant Registrar(Acad.) in the Email ID ar.ac@nitjsr.ac.in enclosing proof of payment, copy of last semester grade card and provisional certificate. Further, proof of address is also needed if transcript certificate is to be sent by the post.

Note: - Students prior to 2005 pass out batches are requested to contact Ranchi University for their transcript certificate.

Dean (Academic)
NIT Jamshedpur