NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
WARANGAL – 506004, TELANGANA – INDIA
Examination Branch

Tel: +91-8338969637, 0870-2462028 Fax no.: 0870-2459547 ad_exam@nitw.ac.in

25.09.2025

Subject: Procedure for Obtaining Original/Duplicate Degree Certificate by the REC Warangal (Alumni) – Reg.

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All alumni who have graduated from REC Warangal are hereby informed that the following procedures must be followed to obtain **Original Degree (OD) Certificate** and **Duplicate Degree Certificate** from **Kakatiya University**:

A. Original Degree/Convocation Certificate

- Visit www.kuonline.co.in/pay using a laptop or desktop to access the **Online Payment Portal for Certificates**.
- Upload scanned copies of the following documents:
  1. Consolidated Memo of Marks
  2. Provisional Certificate
  3. Study & Bonafide Certificates/Transfer Certificate
  4. Valid ID Proof
- Processing time:
  - **Tatkal Application:** 15 working days
  - **Normal Application:** 90 working days
- Certificates will be dispatched by post to the address provided.

Note: PHC candidates may apply with a fee of ₹100/- at the Office of the E5 Section, Controller of Examinations, KU.

B. Duplicate Degree Certificate

Submit the following documents to the **Certificate Section, Examination Branch, Kakatiya University**:

1. FIR copy from the police station
2. Original Affidavit or Notarized Declaration from an Advocate
3. Prescribed fee

Professor In-charge (Examinations)

Dean (Academic) 25/09/2025

Note: The above procedures are subject to change and should be verified with the Examination Branch, Kakatiya University, prior to proceeding

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For information: The following email was received from the Examination Branch, Kakatiya University.

NIT WARANGAL

Prof. In-Charge Exams, NITW <ad_exam@nitw.ac.in>

Request for Contact Details Regarding Degree Certificates

coeexams kakatiya <[redacted]> Wed, Sep 3, 2025 at 3:19 PM
To: ad_exam@nitw.ac.in, Controller of Examinations Kakatiya University <[redacted]>

Original Degree Certificates (OD)/ Convocation certificate

www.kuonline.co.in/pay/ , is the WEB site,
You find ONLINE **PAYMENT PORTAL FOR CERTIFICATES** is the place for registration from your Laptop/ Desktop Computer uploading the required document as desired on the site.
You can find for - 1. **Consolidated Memo of Marks**
2. Provisional Certificate
3. Study & Bonafide Certificates/Transfer Certificate
4. ID proof

Scan copies should be upload documents online

Tatkal Application - 15 working days. Normal Application - 90 working days
You get a certificate by post within a few working days to the given address,

Note: Disabled persons (PHC) only: Rs. 100/- approach the Office of the E5 Section, Controller of Examinations, KU.

and

DUPLICATE DEGREE CERTIFICATE

DUPLICATE DEGREE CERTIFICATE : 1. FIR copy of police station
: 2. AFFIDAVIT or NOTARY of Advocate in Original &
: 3. Requisite fee

Approach the Office of the Certificate Section, Examination Branch, Kakatiya University

---------- Forwarded message ---------
From: Controller of Examinations Kakatiya University <[redacted]>
Date: Tue, 2 Sept 2025 at 15:44
Subject: Fwd: Request for Contact Details Regarding Degree Certificates
To: [redacted]

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Note: Submission Procedure for Certificate Endorsement

Once the certificate is received, please submit it to the Examinations Branch, NIT Warangal through either of the following modes:

- **In Person**, or
- **Via Speed Post/Courier** addressed to: *Professor In-Charge Examinations Branch, NIT Warangal, Hanamkonda – 506004. Telangana State*

The submission must include:

- A formal request letter indicating the return address
- Proof of your **Consolidated Marks Memo** or **Provisional Certificate**

Upon receipt, the certificate will be forwarded for the Director's signature and returned to the provided address via Speed Post. Kindly allow a minimum of **ten working days** for processing.

Note: The above procedures are subject to change and should be verified with the Examination Branch, Kakatiya University, prior to proceeding