



**Office of International Relations (OIR)
Indian Institute of Technology
Kharagpur – 721 302**

Ref.No: 1929/2023/OIR

Dated: 24.07.2023

NOTE

This is with reference to the 14 international students (list attached) who have completed their master's degree at IIT Kharagpur and will be receiving the degree in the upcoming convocation.

OIR has been apprised by these 14 international students about their wish to apply for higher studies for which their grade sheet will be required. To apply for higher studies, these students will be needing the grade sheet from IIT Kharagpur which they are unable to get through ERP due to the non-payment of their fees. These students hail from various countries and are under various scholarship programs. The payment of their fees might take a few more weeks to get processed depending upon some necessary paperwork.

This is to request the following for the 14 aforementioned international students:

- To allow an extension till 31.08.2023 for the payment of their fees through ERP
- To allow these students to get the grade sheet through ERP on an immediate basis

Submitted for consideration and approval, please.

Anup K. Roy
24/07/23

IR-Executive

Shant
24/7/23

Executive Officer

✓ Associate Dean IR & Ranking

Dean Outreach & AA

Dean FoEA/BTBS