



भारतीय प्रौद्योगिकी संस्थान कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
कार्यालय, आउटरीच गतिविधियों (ई-स्नातकोत्तर)  
OFFICE OF OUTREACH ACTIVITIES (eMasters)

**APPLICATION FORM FOR ADMISSION RETENTION**

|                                 |  |                        |  |
|---------------------------------|--|------------------------|--|
| Name of the Student             |  |                        |  |
| Programme                       |  | Department             |  |
| Admission Application Ref. No.* |  | Roll No. (if allotted) |  |
| Admission Year                  |  | Quarter                |  |
| Email ID                        |  | Contact No.            |  |

\*Attach the copy of admission application and programme offer letter.

**Details of Fees Deposited:**

| Fee Details                   | Amount | Transaction ID | Date |
|-------------------------------|--------|----------------|------|
| Registration/Seat Booking Fee |        |                |      |
| Admission Fee                 |        |                |      |
| Quarter Fee                   |        |                |      |
| Module Fee                    |        |                |      |

**Provide Reason for Admission Retention with proof:**

|                                                                                                              |                   |
|--------------------------------------------------------------------------------------------------------------|-------------------|
| Request stems from unforeseen circumstances which necessitated the diversion of funds for prompt resolution. |                   |
|                                                                                                              | Student Signature |

**Admission retention:** Deferment of admission of a candidate to the next cohort of the same programme (without any deduction in the fee amount paid by the candidate) due to inability to pay the full/partial fees within the due date for some genuine reasons.

| FOR OFFICE USE ONLY                                                     |
|-------------------------------------------------------------------------|
| Remarks:                                                                |
| Recommendation and Approval from DOPC<br><br>_____<br>Signature of DOPC |
| Recommendation and Approval from SOPC<br><br>_____<br>Signature of SOPC |
| Approved by<br><br>_____<br>Chairman, Senate                            |

**IMPORTANT NOTE:**

- The complete application form of admission retention should reach the [dloffice@iitk.ac.in](mailto:dloffice@iitk.ac.in) within 30 days of the commencement of the class of the respective batch of the programme.
- If the candidate will not be admitted to the next cohort after taking approval for the admission retention, the payment will not be refunded.