Degree & Provisional Certificate:

1. **Degree Certificate** is a onetime document which is provided at the time of Convocation after successful completion of graduation requirement and other administrative formalities like submission of graduation checklist, No-dues clearance form etc. The details of administrative formalities are informed to students before the Convocation and after due approval a Degree Certificate is issued in the Convocation Ceremony.
2. **Provisional Degree** is a certificate, which is issued if the degree is not issued to the student to help them complete the joining formalities in various organizations, institutes where they are going for higher studies etc. This document is valid till the time the degree is not issued.

Process:

For issuance of provisional certificate, a student needs to complete all the graduation formalities which are mentioned at point 1 above. ***For the provisional certificate you just need to fill this Google form*** at least 15 days prior to their actual requirement date and before that they must ensure completion of all the required formalities including No Dues Clearance*.* In case of any query student need to email their respective admin (admin-btech@iiitd.ac.in, admin-mtech@iiitd.ac.in, admin-phd@iiitd.ac.in).

 Timeline: Within 15 working days of filling the form.

Duplicate Degree

Duplicate Degree is issued subject to the following conditions and guidelines;

a. Final Degree is a one time document.
b. The loss of degree should firstly be notified by the student in the column of leading "News Paper" of the country.
c. FIR should be lodged with the police and a copy thereof be attached with the request
d. Declaration (Affidavit) on Non Judicial Stamp Paper of Rs.100/-, duly attested by a **First Class Magistrate** or **Notary Public** should be executed at the student's cost.
e. A photocopy of the degree/grade sheet, if available, should be attached.
f. A demand draft of Rs.2950/- (Rs.2500/- + 18% GST i.e. Rs.450) or US $250 (for abroad) in favour of "IIIT Delhi Collection Account" towards fee for the issue of duplicate degree. It can be paid online
g. Make a request to **admin-academics@iiitd.ac.in** for issue of Duplicate degree after 15 days of the press release.
h. **Timeline: It takes substantial time at least four weeks to complete all process.**

Format of declaration (Point 'c' above) **[to be given as partial view downloadable PDF on website]**

I_____ son/daughter of Mr. _____
presently residing at_____
do hereby solemnly affirm and state as follows;

1. That I am an IIIT-Delhi qualified person from _____batch. (Roll No._____)
2. That my IIIT-Delhi degree date was _____ and I was awarded the degree in the Annual Convocation held on_____
3. That on _____ (*Explain here the circumstances in which the degree was lost*)
4. That the original degree issued by "Indraprastha Institute of Information Technology Delhi" has been lost or misplaced by me and after making sufficient efforts I have not been able to trace the same.
5. That in case I trace the lost/misplaced original degree certificate I agree to immediately return the duplicate degree certificate to IIIT-Delhi for cancellation.

Place:
Date: DEPONENT

<p align="center">VERIFICATION</p>

Verified on _____at_____that the contents of the above mentioned affidavit are true and correct and nothing material has been concealed or misrepresented.

                                                                                                              DEPONENT

Transcript:

(a) Transcript is an official Academic document which has details of semester wise courses enrolled and grades received by a student. This also includes the SGPA and CGPA which is the performance indicator of individual student/alumni.
(b) Transcript is issued to both student and alumni. For student it is issued with a footnote that the student has not completed the graduation requirement and for alumni the same status is changed to "completed".
(c) This can be issued multiple times as per the requirement of student or alumni.,

The details of issue of transcript are as under;

For Existing students:

➤ An official transcript for an existing student can be issued after completion of at least a semester, after publication of the semester results.

- ➢ A student need to pay Rs.50/- per copy for transcript.
- ➢ The payment can be made online or offline in accounts office in person.
- ➢ *After making the payment just need to fill this Google form.*
- ➢ For a follow up student needs to email to their respective admin (admin-btech@iiitd.ac.in, admin-mtech@iiitd.ac.in, admin-phd@iiitd.ac.in)
- ➢ **Timeline: It generally takes two/three working days for issuance**.

For Alumni:

- ➢ An official transcript with completed status is issued at the time of convocation along with degree.
- ➢ In case a fresh transcript is required, alumni need to pay Rs.59/- [Rs.50/- transcript charge + Rs.9/ GST]
- ➢ The payment can be made online or offline in accounts office in person.
- ➢ *After making the payment just need to fill this Google form.*
- ➢ For a follow up student needs to email to their respective admin (admin-btech@iiitd.ac.in, admin-mtech@iiitd.ac.in, admin-phd@iiitd.ac.in)
- ➢ **Timeline: It generally takes two/three working days for issuance**.
- ➢ If alum wants the institute to post/courier the transcript, then they need to pay the additional charges. Along with the payment they need to share the address with a mobile number where they wish to get the transcript posted. [Currently within India, it is Rs.100/- and outside India Rs.2700/-]

Sending official Academic Record through Institute

Alumni   often need to send the official academic record to their originations or universities for higher studies or education service like WES (World Education Service). So the student or alumni need to follow the below process;

- ➢ We have two types of academic records, one is transcript and the other one is Xerox copy of Degree.
- ➢ While sending the Academic record of existing students, only transcript is forwarded in a sealed envelope.
- ➢ In case of alumni, the academic records refer to both degree and transcript. However in some cases, only transcript is being asked in a sealed envelope.

Process:

- ➢ Payment of Rs.50/- (For student) and Rs.59/- (for Alumni) is charged for transcript.
- ➢ In case the degree need to be accompanied with transcript, a Xerox copy of the degree is being attested by the institute signatory for the same purpose, where it is not being charged.
- ➢ The postal charges varies as per the location where the documents are to be posted. (Approx. Rs.2000/- to 2700/- for outside India and Rs.100/- within India)
- ➢ The payment can be made online or offline in accounts office in person.

- In case the document only needs to be forwarded through official IIITD email the same is also not charged.
- ***After making the payment just need to fill this*** ***Google form.***
- For a follow up student needs to email to their respective admin (admin-btech@iiitd.ac.in, admin-mtech@iiitd.ac.in, admin-phd@iiitd.ac.in)
- In case there are some special instructions to be followed by the institute while sending the documents like mentioning the reference number, filling some format etc, the student/alumni need to mention in the Google form.

IIIT-Delhi is collaborated with WES for file transfer through Secure File Transfer Protocols (SFTP). Students and Alumni can take benefit of this process by making the payment of only transcript charges as mentioned above for students and alumni.

Process : Same as above

Other Miscellaneous documents:

During the program or after completion the students/alumni require various types of certificates, which are issued only on request from the students/alumni. The document list is as below;

1. **Bonafide Certificate:** It is a certificate issued by the Institute to certify that the student belongs to XYZ program of the Institute. (*This is issued to both the existing and passed out student with present and past tense respectively*)
2. **No Objection Certificate (NOC) for Passport**; While the students are enrolled in the Institute and applies for passport, they might need NOC to apply. (*If the student is residing in hostel, then this certificate is issued by Student Affairs office else the student can apply to their respective admin in Academic office*). Request admin-hostel@iiitd.ac.in if you are residing in hostel and need an NOC for passport.
3. **No Objection Certificate (NOC) for VISA;** While the students are enrolled in the Institute and apply for VISA, they need NOC to apply. [*The student need to send an Email to the respective admin in Academic office through their Advisor/HoD with the following details;*
   Purpose of visit,
   Complete address of place of visit,
   Organization name (if any),
   Conference or event Name (if any),
   Date for the travel (From – To)]
4. **Formal Fee Structure for the purpose of loan (for the whole program);** During application for bank education loan, students generally require various type of document such as; bonafide certificate, Institute brochure, fee structure etc. Although now a days most of the things are available online and banks are also considering online applications except the bonafide certificate which need to be issued from the institute. However, a few banks ask for a formal

fee structure on Institute letter head; in that case student can approach respective admins in Academic office.

5. **Loan disbursement demand letter (Per semester):** After the sanction of education loan, bank generally asks for a demand letter each semester for payment of each installment of fee. To meet this requirement students can submit the official notification of fee payment announced each semester, through Email, however if a bank insists to get a signed and stamped letter from institute, then they can request the respective admin.

6. **Medium of instructions certificate:** Medium of instruction in IIIT-Delhi is English. If a student requires a formal certificate, they can request the respective Academic admins.

7. **Character Certificate:** Student can request for issuance of character certificate with details about the purpose.

8. **Migration Certificate;** Student can request for issuance of migration certificate with details about the purpose.

9. **TA Experience Certificate:** For PG students, the TA details are already available on their transcript. Other students who do TA duty, **can request for issuance of TA letter by sending an Email to their respective department.**

10. **CGPA to percentage conversion certificate;** IIIT Delhi follows credit system for evaluation; hence the result is published in CGPA. In case a student has to fill the equivalent percentage he need to multiply it with 10. If a formal certificate is needed the student can email to respective academic admins.

11. **Rank Certificate;** Rank certificate is not issued in absolute i.e. 1st rank or 2nd rank…, it is issued on a range i.e. if your rank is among top 5%/10%/20% students … of your class.

For the above certificates (except TA Experience Certificate) you just need to fill this Google form. Before filling the form, please ensure you have the payment receipt (if required for that certificate). [Online payment Link]

Change/Correction of Name

Name is the most important thing while issuance of any kind of document. Hence all the students are advised to check their name on ERP, as all the documents (all kind of certificates/transcript) will be issued as per the name mentioned on ERP.

Name should be as per your previous degree/exam i.e. (i) For B.Tech. students, name should be as per class 12th Certificate/Marksheet (ii) For M.Tech. and Ph.D. students, name should be as per the previous highest qualification like B.E./B.Tech, MCA, M.Sc/M.Tech etc.

For Change/Correction in name, students need to follow the following processes;

Type of student	Type of change	Charges	Process
Existing	Correction in ERP name	Nil	Need to email a copy of previous degree/exam with a request to update the

			name to respective admin.
Existing	Name change request	Nil	Need to request to respective admins with the following documents; 1. Application 2. Gazette of India 3. Non-Judicial Affidavit 4. copy of Newspaper advertisement 5. Updated Aadhar Card
Respective Admin: admin-btech@iiitd.ac.in, admin-mtech@iiitd.ac.in, admin-phd@iiitd.ac.in			