Issue of Transcript & Degree Certificate

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

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

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/-]