

## **Procedure for Issue of Duplicate Degree Certificate**

The duplicate Degree certificate is issued only if the original Degree certificate is lost or stolen.

### **A. PROCEDURE**

The following procedure is to be adopted by the candidate for getting a duplicate Degree issued from IIT Delhi:

1. Lodge an FIR (First Information Report) for the same to the nearest Police Station.
2. Publish in the newspaper about the loss of the Degree Certificate.
3. Provide an affidavit prepared by a Notary on a non-judicial stamp paper. (The matter to be printed on the affidavit is detailed below)
4. Write an application addressed to "The Assistant Registrar (Academics), IIT Delhi" mentioning the loss of your degree and reference of the above documents.
5. Attach a photocopy of the original Degree conferred on you by IIT Delhi (if available).

### **B. CHARGES**

Candidate has to [pay online](#) an amount of Rs.2500/- (Rupees Two Thousand Five Hundred Only) for sending in India Or US\$ 250 (US Dollar Two Hundred Fifty Only) for sending abroad. Please see [Steps to be used for payment](#)

### **C. PROCESSING**

Attach all the above documents in Original along with your application and send it at the following address:

Deputy Registrar  
Academic Section  
Room No. LH 301  
Lecture Hall Complex  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi - 110016  
Phone: +91 2659 1737 / 1718

*Kindly note that it takes approximately 30 working days from the day of receiving the above documents to process an application for the issuance of a duplicate Degree (this excludes postal time).*

**Proforma for Affidavit**

**(To be printed on a non-judicial stamp paper of Rs. 10/-)**

**AFFIDAVIT**

I, <NAME OF THE CANDIDATE> son of Shri. <NAME OF FATHER/ MOTHER>, resident of <PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:

1. That, I was a student of Indian Institute of Technology Delhi from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> from Indian Institute of Technology Delhi in the year <GRADUATING YEAR>.
3. That, the original <NAME OF THE PROGRAMME> Degree Certificate conferred upon me by the Indian Institute of Technology Delhi has actually been lost and to the best of my knowledge and belief, there is no immediate likelihood of the said original certificate being traced out.
4. That, in the unlikely event of the original degree certificate ever getting found, will not be misused.

**Deponent**

**Verification**

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFIDAVIT>

Place: <CURRENT CITY OF YOUR STAY>

**Deponent**