भारतीय प्रौद्योगिकी संस्थान दिल्ली

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI – 110016

Procedure for Issuance of Duplicate Degree Certificate

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

A. PROCEDURE

Write an application/email addressed to "The Assistant Registrar (Academics)/ acadverify@admin.iitd.ac.in" mentioning the loss of your degree along with the following supporting documents:

1. A copy of the Lost Report lodged in the nearest Police Station **or** provide an affidavit prepared by a Notary on a non-judicial stamp paper.
2. Provide a Self-Declaration in prescribed format as attached.
3. Attach a copy of the Degree conferred on you by IIT Delhi (if available)/Alumnus card/any other document.

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

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

This has the approval of the Competent Authority.

Gursevak 23/05/25

(Gursevak Singh)
Assistant Registrar (Academics)

सहायक कुलसचिव / Assistant Registrar
शैक्षिक / Academics
भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
हौज खास, नई दिल्ली / Hauz Khas, New Delhi-110016

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 tracedout.

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

Self-Declaration

I, ...**<NAME OF THE CANDIDATE>** son of Shri./Smt.....**<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.

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

Signature of the applicant

Date:

Place: