Instructions to apply for Duplicate Degree/ Diploma Certificate

1. You are required to read the instructions carefully.

2. Applicant will be responsible for the data accuracy and postal address.

3. Please check if you have collected original degree/ diploma certificate at the time of convocation.

4. If the **original Degree/ Diploma Certificate is not collected within a year**, the fees paid for the duplicate Degree/ Diploma Certificate will **be treated as maintenance & storage charges** applicable as per the policy.

5. Duplicate Degree/ Diploma Certificate will be sent to the address mentioned by you or maybe collected personally.

6. Duplicate Degree/ Diploma Certificate will be dispatched within **15 working days** against the confirmation of payment and receipt of the application form.

7. Fees to be paid in an online mode. **Fees, once paid, shall not be refunded.**

8. **Details of fees:**

Sr. No	Nature of Certificates	Amount (Indian Student / Foreign Students)
1)	Duplicate Degree Certificate	**INR 4000 / USD 50** in Equivalent Indian Rupees + Postal Charges
2)	Duplicate Diploma Certificate	**INR 2000 / USD 25** in Equivalent Indian Rupees + Postal Charges
3)	Postal Charges	INR 250 Within India INR 2500/- Outside India (International Speed Post)

9. You may pay the charges using Credit Card, Debit Card, Debit Card + ATM PIN, Internet Banking, Wallet/ Cash Cards, EMI, G Pay etc.

10. The payment may take 72 hrs to reflect on the portal. Kindly wait before you make any further query on this. Such queries if received earlier will be replied only after 72 hrs.

11. **Upon login kindly click on Student >> Support Services + >> Duplicate Degree/ Diploma Certificate**.

Contact Details:
Email: **convocation@siu.edu.in**
Tel No. (020) 2811 6839 / 6193 6839
 (Active on all working days between 9.30 AM to 12.30 PM)

APPLY NOW