



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

Application for the Duplicte Degree Certificate (DDC)(Convocation) issued by VTU

POINTS TO BE NOTED

- Pay online only by SBI Payment link <http://vtu.ac.in/online-fee-payment> and enclose Online Receipt of fees paid
- DDs are not accepted
- Fees paid once cannot be refunded.
- Original police FIR regarding the lost of Original Documents.
- **Original Affidavit on Stamp paper of 20**, mentioning the details of USN, Name, Semester, Month and Year of Examination of the Degree Certificate lost and requesting the concerned authority for the issue of Duplicate of the same.

DDC

By Post	By Hand	Token No.

Name of Student
(As on Marks Cards)

University Seat Number

Old USN (if USN changed)

Details of Fees

Choose Category "F – Fees to be paid by student" – Examination

Choose one of the below options:

Duplicate Degree Certificate Fees 2000 + 200 penalty per each year

2000+
(200x No of years)

Fee paid: _____

Payment ID: _____ Date: _____

Marks card particulars:-

Applied for duplicate degree certificate:-

Semester	First attempt		Second attempt		Third attempt		Fourth attempt	
	Month	Year	Month	Year	Month	Year	Month	Year

Affix Your
Photo

To be attested by
Principal/HoD/
Gazetted Officer

CHECKLIST

- I declare that I have not a studied in an Autonomous college Original Police FIR with Affidavit on stamp paper
- Online receipt of fees paid

Name: _____ Mobile: _____

Date: _____ Candidate Signature: _____

Applying by Post

Applying by Hand (In person at VTU Belagavi)

Send the filled and signed application form and online receipt of fees paid to the following address:

Registrar (Evaluation)
Visvesvaraya Technological University
Jnana Sangama
Belagavi- 590018

Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. Second Saturday of the month is a holiday, other Saturdays are full working days.

For Office Use Only

Case Worker: _____ Special Officer: _____

Postal Address to which Duplicate Degree certificate (DDC) are to be sent

Name	USN:	
Address		
PIN	Mobile:	