



# VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

## Application for Duplicate Degree Certificate (DDC) (Convocation) issued by VTU

### POINTS TO NOTE

- 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.

**DDC**  
(For office use only)

**By Post**

Name of Student (As on Grade/Marks Cards)			
University Seat Number	Old USN (if applicable) :		
Details of Fees- Choose Category "F – Fees to be paid by student" – Examination  <b>Additional Rs 50 Postage Fee (within in India) or Rs 2000 (Outside India)</b>	<input type="checkbox"/>	Duplicate Degree Certificate Fees ₹ 2000 + ₹ 200 penalty per each year <b>(For Indian National)</b>	₹ 2000 + (₹ 200 x No. of years since completion of degree)
	<input type="checkbox"/>	Duplicate Degree Certificate Fees USD 400 + USD 50 penalty per each year <b>(For Foreign National)</b>	\$ 400 + (\$ 50 x No. of years since completion of degree)
Year of completion: _____ Year of application: _____ No. of years since completion: _____			
Fees paid: ₹ _____ Payment ID: _____ Date: _____			

### DEGREE CERTIFICATE PARTICULARS: Applied for Duplicate Degree Certificate

CBCS Scheme									Non CBCS Scheme		
Semester	First Attempt		Second Attempt		Third Attempt		Fourth Attempt		Sno.	Month	Year
	Month	Year	Month	Year	Month	Year	Month	Year			
									1		
									2		
									3		
									4		
									5		
									6		
									7		
									8		
									9		
									10		

### CHECKLIST

- Online receipt of fees paid  Original Police FIR with Affidavit on stamp paper

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ PINCODE: \_\_\_\_\_ Signature: \_\_\_\_\_

### Application by Post

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**

For Office Use Only

Case Worker: \_\_\_\_\_

Special Officer: \_\_\_\_\_

### To be filled in by applicant in BLOCK Letters

POSTAL ADDRESS TO WHICH DUPLICATE DEGREE CERTIFICATE IS TO BE SENT (This portion will be cut and pasted on envelope. Check for correctness)

**Note: Postage fee of Rs. 2000-00 to be added to the fees to be paid, for addresses outside India**

Name			USN:
Address			
	PIN :	Mobile:	