

Issue of Duplicate Degree Certificate

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

A. PROCEDURE

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

1. Lodge an FIR (First Information Report) for the same to the nearest Police Station.
2. Publication 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 (Academic), IIT Kanpur" mentioning the loss of your degree and reference of above documents.
5. Attach a Xerox copy of the original Degree conferred on you by IIT Kanpur (if available).

B. CHARGES

6. Candidate has to pay an amount of Rs. 5000/- (Rupees Five Thousand Only) towards the processing fee through Demand draft in favor of "IITK Transcript Account" payable at "Kanpur".

OR

Through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

Bank name:	STATE BANK OF INDIA
Bank branch:	IIT KANPUR
Bank A/c No.:	35973361835
Bank Swift code:	SBININBB499
Beneficiary code:	SBIN0001161
Beneficiary name:	IITK Transcript Account

Furthermore, if you pay/deposit the amount through net banking/ cash deposit, you have to send/ email the scan copy of the transaction receipt detailing the transaction to pg_office@iitk.ac.in (for Postgraduate Programmes) and ug_office@iitk.ac.in (for Undergraduate Programmes).

C. PROCESSING

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

Assistant Registrar (Academic Affairs)
Faculty Annex Building (DOAA)
Level -4
Indian Institute of Technology Kanpur
Kanpur - 208 016
Uttar Pradesh

May 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 certificate (this excludes postal time).

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 Kanpur 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 Kanpur in the year *<GRADUATING YEAR>*.
3. That, the original *<NAME OF THE PROGRAMME>* Degree Certificate conferred upon me by Indian Institute of Technology Kanpur 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 AFFEDAVIT>*

Place: *<CURRENT CITY OF YOUR STAY>*

Deponent