



**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**  
**OFFICE OF THE DEAN (ACADEMIC)**

**FORM FOR ISSUING DUPLICATE CERTIFICATES**

[Please send the duly filled-in form with enclosures to [certificates@iitism.ac.in](mailto:certificates@iitism.ac.in)]

1.	Name of Student			
2.	Admission No.		Department	
3.	Program		Branch (if any)	
4.	Email ID			
5.	Contact Number			
6.	Father's / Guardian Name			
7.	Communication Address (with Pin Code)			
8.	Month & Year of Admission at IIT (ISM)		Month & Year of Completion of Academic Program	
9.	Certificate(s) required (Please Tick)	Provisional Degree Certificate		Consolidated Grade Card / Grade Sheet
		Degree Certificate		Migration Certificate
10.	Reason for this request and Documents required to be submitted:			
	<b>Reason</b>	<b>Documents to be Submitted</b>		<b>Please tick</b>
	Lost certificate	Copy of FIR lodged in the police station of the area where the student lost the certificate.		
	Accidentally damaged certificate beyond recognition	The student should submit an affidavit sworn in a court of law declaring that he/she has accidentally (cause should be mentioned) damaged the original certificate beyond recognition.		
	Accidentally damaged certificate, which is still recognizable but cannot be used as a certificate any more	The student shall be required to submit damaged certificate along with this application to the Institute.		
<b>Kindly also submit the Scanned Copy of Grade Sheets of all the Semesters / Consolidated Grade Card (both side) / Degree Certificate / Provisional Certificate.</b>				
11.	Payment Details (if applicable) - <a href="https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342">https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342</a> (Select payment category: OTHER ACADEMIC FEES / FINES)			
	SBI Collect Reference No. / UTR No.			
	Amount Paid (in Rs.)		Date of Payment	DD/MM/YYYY

Encl: **Please attach online payment receipt.**

Date: \_\_\_\_\_

(Signature of the Student)

**Charges for issuing duplicate certificate:**

Within 5 Years of Passing	After 5 Years of Passing
Rs. 1,000/- for Duplicate Consolidated Grade Card. Rs. 1,000/- for Duplicate Provisional Certificate. Rs. 3,000/- for Duplicate Degree Certificate. Rs. 500/- for Duplicate Migration Certificate. and Postal Charges (if applicable)	Rs. 1,000/- for Duplicate Grade Card. Rs. 2,000/- for Duplicate Consolidated Grade Card. Rs. 5,000/- for Duplicate Degree Certificate. Rs. 500/- for Duplicate Migration Certificate. and Postal Charges (if applicable)
Applicable Postal Charges	Rs. 100/- to be posted within India. Rs. 1,000/- to be posted outside India.

(The role of the institute in sending the document is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.)

**FOR OFFICE USE ONLY**

<p><b>Verification:</b> The facts, as stated above are <b>CORRECT/NOT CORRECT</b> as per records available. <b>Observations, if any:</b> _____ _____</p> <p>Date: _____</p> <p>Signature of Dealing Assistant</p>	<p><b>Date of Receipt of Application:</b> _____</p> <p><b>Issuing Date of Certificates:</b> _____</p> <p>Date: _____</p> <p>AR (Academic – UG/PG)</p>
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