

How to get your original degree / diploma *in case not collected thus far*

The Original Degree / Diploma you did not collect at the appointed time is, most likely, with the **DU Examination Branch IV / Degree Section** : see <www.alumni.du.ac.in / Alumni – in - Need / *Alumni - Related ExamBranch Service Windows* or is still with **your College / Centre / Department** .

One The laid down procedure is that the graduand – *You !!* – should send an application to the Head / Principal / Director / OSD of your College / Centre / Department stating the facts, which the Head / Principal / Director / OSD will then verify from College / Centre / Department records and forward to

Professor Vinay Gupta
Dean Examinations
< dean_exam@du.ac.in > Tel : 91 11 27667934 F : 91 11 27667336

Two Your letter will reach

the concerned Branch Examination IV (hereunder) to trace your Degree/Diploma, if it's there, hand it over to you or to your *authorized, identified nominee* :

Ms Harsh Kapoor
Section Officer
DU Examination Branch IV / Degree Section
Tel + 91 11 27667833 < exam4@exam.du.ac.in > .

For further help / guidance

contact

Professor Sydney R Rebeiro
Adviser / Dean Alumni Affairs
< dean_alumni@du.ac.in > < Tel 91 11 27666665 >

updated 08-06-2018

nota bene In the case of SCC (now) Faculty of Law and SOL the alumna / alumnus can receive the Degree her / himself or send a letter to the OSD SOL / Dean Fo Law duly signed by the alumna / alumnus to send the Degree by courier / speedpost while **idemnifying** the SOL / Fo Law of any loss in the eventuality of the Degree being misplaced / lost .