

DEGREE IN ADVANCE

Generally, degree issued to all eligible candidates after the date of Annual Convocation. But under the following circumstances it may be issued in advance prior to the Annual Convocation with the approval of the competent authority:

- (A) To pursue higher study abroad,
OR
(B) To take up residence abroad,
OR
(C) Require the degree to join services in Government/PSO

All such candidates have to follow the following step-wise procedure:

STEP 1 Fill the online form available on the Examination Portal on DU web site (http://app.du.ac.in/degree_conv/)

STEP 2 Following documents to be uploaded:

1	Photograph and scanned signature.
2	Self-attested copy of final year marksheet/result notification of Ph.D/M.Phil
3	Self-attested copy of admission letter/other relevant document from foreign organization as a proof of pursuing higher study abroad and requirement of original degree for the same.
4	Self-attested copy of the appointment letter issued by any Government Officer/PSU
5	Self-attested copy of Passport.
6	Notarized Affidavit (on a Non-Judicial Stamp Paper of Rs. 10/- to support the requirement of degree prior to Annual Convocation duly attested by an 1st Class Magistrate/SDM. Format of the draft of text for Affidavit can be downloaded from home page of this portal.
7	A "Declaration" of candidate duly recommended and forwarded by the Head of the Institution last attended (Prescribed format of declaration can be downloaded from home page of this portal).

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ote: Upload all supporting documents in single Pdf file and should be legible and clear, blur documents will be considered as incomplete application.

STEP 3 Deposit non-refundable fee Rs. 500/- online at the payment Gateway.

STEP 4 After completion of online process including payment of prescribed fee, candidate will receive the acknowledgement receipt along with Receipt number.

STEP 5 Take the printout of duly filled online application, acknowledgement receipt and all uploaded documents. Submit the duly filled online application with original signature of the applicant and duly recommended and forwarded by the Principal/Head/Dean of the institution last attended along with all uploaded documents (**original copy of the Declaration and the Affidavit**) to the Window No. 4 (Ground Floor)/Examination Branch-IV, Room No.207 (2nd Floor), Examination Wing, North Campus, University of Delhi, Delhi-110007.

- STEP 6 The Printed Degree has to be collected by the candidate from respective college/Department/Institute by 45 days from the date of completion of all formalities by the candidate.
Student can request for digital degree in advance to the Annual Convocation, which can be issued in 10 working days.

Disclaimer:

- i. Applicant shall be solely responsible for correctness of the information filled up and veracity of all the uploaded documents.
- ii. Issuance of Degree prior to Annual Convocation shall be strictly based on the satisfactory compliance of the conditions prescribed.
- iii. Mere submission of application and documents does not entitle issuance of the degree in advance to the Applicants.

Note :

- *Generally, Annual Convocation of the University would be held on the last Saturday of February every year.*
- As per the mentioned procedure, after online process, the candidate has to submit the hard copy of all required documents to the Window No. 4 (Ground Floor) Examination Wing, North Campus, University of Delhi, Delhi-110007.
- For grievances/query : so_degree@exam1.du.ac.in

[Download Affidavit and Declaration Formats](#)

(ONLY FOR STUDENT GOING TO PURSUE HIGHER STUDY ABROAD)DECLARATION

I ,.....(Full Name), S/o, D/o
, Address
have
 successfully completed (Course
 Name),
 Roll No Division.....from
(Last
 attended Institute) in(year of Passing). I am going to
(Country Name)
 to pursue higher Studies in.....(Course Name) at
(University Name).

I, undertake that this is an extraordinary circumstance under which I essentially
 require my degree before convocation, failing which I will not be able pursue the
 higher studies abroad in the academic year.....(Academic Session).

(Student's Signature)

Student 's Name (In Capital Letters)

Course Name

Institute Last Attended.....

I have gone through the relevant documents submitted by the applicant and have
 confirmed that the applicant is in need for the Degree of said course from the
 University of Delhi before the Annual Convocation under Extraordinary circumstances
 as the applicant is leaving the country to pursue higher studies abroad. I recommend
 the case of this applicant for issue of degree before for the Annual Convocation.

Recommended & forwarded

Date

Signature of Dean/Head/Principal/Director
 (along with stamp)

(ONLY FOR THE STUDENT GOING TO TAKE RESIDENCY ABROAD)DECLARATION

I ,.....(Full Name), S/o, D/o
,
 resident of.....have
 successfully completed (Course
 Name),
 Roll No Division.....from
(Last
 attended Institute) in(year of Passing). I am going to
(Country Name) to take up
 residence abroad. I, undertake that this is an extraordinary circumstance under which
 I essentially require my degree before convocation, failing which I will not be able to
 take up residence abroad.

(Student's Signature)

Student 's Name (In Capital Letters)

Course Name

Institute Last Attended.....

I have gone through the relevant documents submitted by the applicant and have confirmed that the applicant is in need for the Degree of said course from the University of Delhi before the Annual Convocation under Extraordinary circumstances as the applicant is leaving the country to take up residence abroad. I recommend the case of this applicant for issue of degree before for the Annual Convocation.

Recommended & forwarded

Date

Signature of Dean/Head/Principal/Director
 (along with stamp)

(ONLY FOR THE STUDENT WHO REQUIRES DEGREE IN ADVANCE TO JOIN SERVICE IN GOVERNMENT/PSO)

DECLARATION

I ,.....(Full Name), S/o, D/o
.....,

resident of.....have

successfully completed (Course Name),

Roll No Division.....from

.....(Last

attended Institute) in(year of Passing). I am going to join service

In Government/PSO.....

(Name of the Organization)

I, undertake that due to extraordinary circumstance under which I essentially require my degree before convocation, failing which I will not be able to Join in service in

(Student's Signature)

Student 's Name (In Capital Letters)

I have gone through the relevant documents submitted by the applicant and have confirmed that the applicant is in need for the Degree of said course from the University of Delhi before the Annual Convocation under Extraordinary circumstances. I recommend the case of this applicant for issue of degree before for the Annual Convocation.

Recommended & forwarded

Date

Signature of Dean/Head/Principal/Director
(along with stamp)

ONLY FOR STUDENT GOING TO PURSUE HIGHER STUDY ABOARD

**Affidavit for obtaining Degree in advance of Annual Convocation
(On a Non-Judicial Stamp Paper of Rs,10/-)**

I ,..... (Full name of Declarant), son/daughter of
..... Address:
having successfully completed the course
Roll no.....Division.....from
.....(college) in the year
hereby swear and affirm that I am applying for obtaining Degree prior to Annual
Convocation of the University of Delhi, strictly for the purpose of pursuing higher
studies abroad
at.....(Name of the
institute and country). All documents produced in support of the same are genuine to
the best of my knowledge.

I, hereby, solemnly affirm that the foregoing are true and correct statements.
Solemnly affirmed at..... on this.....day of
.....,20.....

Signature of Declarant

(Notary /Oath Commissioner)

ONLY FOR STUDENT GOING TO TAKE RESIDENCY ABROAD

**Affidavit for obtaining Degree in advance of Annual Convocation
(On a Non-Judicial Stamp Paper of Rs, 10/-)**

I ,..... (Full name of Declarant), son/daughter of
..... Address:
having successfully completed the course
Roll no.....Division.....from
.....(college) in the year
hereby swear and affirm that I am applying for obtaining Degree prior to Annual
Convocation of the University of Delhi, strictly for the purpose to take residence
abroad at(Name of the
Country). All documents produced in support of the same are genuine to the best of
my knowledge.

I, hereby, solemnly affirm that the foregoing are true and correct statements.
Solemnly affirmed at..... on this.....day of
.....,20.....

Signature of Declarant

(Notary /Oath Commissioner)

ONLY FOR STUDENT WHO REQUIRES THE DEGREE IN ADVANCE TO JOIN SERVICES IN GOVERNMENT/PSO

**Affidavit for obtaining Degree in advance of Annual Convocation
(On a Non-Judicial Stamp Paper of Rs, 10/-)**

I ,..... (Full name of Declarant), son/daughter of
..... Address:
having successfully completed the course
Roll no.....Division.....from
.....(college/department/institue etc.) in the
year hereby swear and affirm that I am applying for obtaining
Degree prior to Annual Convocation of the University of Delhi, strictly for the purpose
to TO JOIN SERVICES IN GOVERNMENT/PSO (Name of Organisation
.....)

All documents produced in support of the same are genuine to the best of my
knowledge.

On thisday of....., 20..... I, hereby, solemnly affirm that the
foregoing are true and correct statements.

Signature of declarant

(Notary /Oath Commissioner)