



The ICFAI University, Dehradun

Academic Credentials Procedure

(I) Issue of Transcript, Degree and Migration certificate:

- a) Send an e mail request to ss@iudehradun.edu.in
- b) Provide the following information :-
 1. Student ID Number
 2. Program
 3. Duration of Study
 4. Date of Birth
 5. Father's Name
 6. Mobile Number
 7. Permanent Address
 8. Scanned copy of Academic Documents (Grade Sheet/Degree/Transcript)

(II) Duplicate Certificate:

Following formalities needs to be completed for the issuance of duplicate Degree and Transcript certificate.

1. Application form for duplicate Degree
2. Application form for duplicate Transcript
3. Indemnity bond on Rs.100/- stamp paper
4. FIR copy of lost certificate.

The following charges shall be applicable for issue of **duplicates of Academic Records**.

CATEGORY	ITEM	Charges* (RS)	Remarks
Graduated Students	Additional Transcripts (UG)	500	per certificate
	Additional Transcripts (PG)	1000	per certificate
	Duplicate Grade Sheet (UG)	100	per certificate
	Duplicate Grade Sheet (PG)	150	per certificate
	Duplicate Transcripts (UG)	400	per certificate
	Duplicate Transcripts (PG)	1000	per certificate
	Duplicate Degree (PG)	2500	per certificate
	Duplicate Degree (UG)	1000	per certificate

* Courier charges are extra

(III) Certificates Verification / Immigration / Attestation:

For sending one set of certificates (Degree & Transcript) with attestation:

National Courier: Rs 50/- + Rs. 750/- (Courier + Attestation) per candidate

International Courier: Rs. 2500/- + Rs.750/- (Courier + Attestation) per candidate

BANK ACCOUNT DETAILS FOR PAYMENT:

Passout Batch	Prog	A/C No	IFSC Code	Bank Name	Bank Branch
2016 & Before	B.Tech	9312039623	KKBK0000153	Kotak Mahindra Bank	Dehradun
	Law	9312039654	KKBK0000153	Kotak Mahindra Bank	Dehradun
	MBA	9312039647	KKBK0000153	Kotak Mahindra Bank	Dehradun
	Ph.D/B.Ed	9312039661	KKBK0000153	Kotak Mahindra Bank	Dehradun
2017	B.Tech	9312632558	KKBK0000153	Kotak Mahindra Bank	Dehradun
	Law	9312632572	KKBK0000153	Kotak Mahindra Bank	Dehradun
	MBA	9312630660	KKBK0000153	Kotak Mahindra Bank	Dehradun
	Ph.D /B.Ed	9312632565	KKBK0000153	Kotak Mahindra Bank	Dehradun
2018	B.Tech	9312745180	KKBK0000153	Kotak Mahindra Bank	Dehradun
	Law	9312745173	KKBK0000153	Kotak Mahindra Bank	Dehradun
	MBA	9312714117	KKBK0000153	Kotak Mahindra Bank	Dehradun
	Ph.D /B.Ed	9312745166	KKBK0000153	Kotak Mahindra Bank	Dehradun

For any query please communicate:

Student Record Department (SRD)

The ICFAI University, Central Hope Town,

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Uttarakhand State , India

Mobile: +91-9027618566

Email: ss@iudehradun.edu.in