

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
Jamia Hamdard**

Ref. No. JH/Exam/2026/06/069

**PROCESS FOR ISSUANCE OF DEGREE / DIPLOMA CERTIFICATE /
PROVISIONAL CERTIFICATE / MIGRATION CERTIFICATE**

Students who have completed their programme and whose results have been duly declared by the University may apply for the Degree Certificate/Diploma Certificate/Provisional Certificate/Migration Certificate in accordance with the procedure prescribed below.

Eligibility

- Degree Certificates shall ordinarily be issued after completion of three (03) months from the date of issuance of the Final Mark Sheet or during the Convocation, whichever is earlier.
- Applications for Provisional Certificate/Migration Certificate may be submitted after the issuance of the Final Mark Sheet.

Application Form:

The prescribed application form may be downloaded from the University website:

<https://www.jamiahamdard.ac.in/examination-form772>

Prescribed Fee*

Particulars	Degree Fee*	Diploma Fee	Provisional / Migration Fee
Other than HIMSRS Students	₹1,500/-	₹1,000/-	₹500/- each
HIMSRS Students	₹10,000/-	Not Applicable	₹500/- each

*The prescribed fee is subject to revision by the University from time to time.

Fee Payment

Payment shall be made through the University online payment portal:

<https://www.jamiahamdard.ac.in/-online-fee-payment>

A copy of the payment receipt must be enclosed with the application.

Documents Required for Degree/Diploma/Provisional/Migration Certificate-

The applicant shall submit the following documents:

1. Duly filled application form in the prescribed format.
2. Prescribed fee payment receipt.
3. One recent passport-size photograph **(not older than three months) (required for Degree Certificate only)**.
4. Self-attested copies of all Semester/Annual Mark Sheets, including backlog, supplementary, or special examination mark sheets, wherever applicable.
5. Self-attested copy of the High School (Class X) Certificate for verification of name, father's name and date of birth.
6. NRI/Foreign students residing abroad may submit a copy of their passport in lieu of the High School Certificate, wherever applicable.
7. Original No Dues Certificate issued by the competent authority.
8. Copy of the No Dues Certificate **(mandatory for Provisional and Migration Certificates)**.
9. The application must bear the original signature of the applicant and be duly recommended and forwarded by the Principal/Head/Dean of the concerned School/Department last attended.
10. Authorization Letter and photo identity proof of the authorized representative, (if the certificate is to be collected by another person).

Note: 1. Incomplete applications or applications submitted without the requisite documents shall not be processed.

2. Issuance of the certificate shall be subject to verification of records and fulfilment of all prescribed requirements.

Submission of Application

The completed application along with all supporting documents, shall be submitted to:

Controller of Examinations

Examination Section
2nd Floor, Administrative Building
Jamia Hamdard
New Delhi - 110062

Applications accompanied by blurred, illegible, incomplete, tampered, or deficient documents may be rejected or returned for compliance.

Verification of Records

The University reserves the right to verify all academic records and supporting documents submitted by the applicant.

Submission of forged, fabricated, altered, misleading, or false documents shall render the application liable for rejection and may invite disciplinary, civil, and/or legal action as deemed appropriate by the University.

Processing Time

Subject to completion of all prescribed formalities and verification of records:

- Degree/Diploma Certificates shall ordinarily be issued within 30 working days from the date of receipt of a complete application along with all requisite documents and fulfillment of prescribed formalities.
- Provisional Certificates and Migration Certificates shall ordinarily be issued within 7-10 working days from the date of receipt of a complete application along with all requisite documents and fulfillment of prescribed formalities.
- The dates for issuing the above may vary and are subject to change.

Collection and Delivery of Certificates

Collection by the Student

The Degree/Diploma/Provisional/Migration Certificate may be collected personally by the student from the concerned School/Department upon production of a valid University Identity Card or any other Government-issued Photo Identity Proof.

Collection through Authorized Representative

Where personal collection is not feasible, the certificate may be collected by an authorized representative upon submission of:

- a) Authorization Letter duly signed by the student;
- b) Self-attested copy of the student's identity proof; and
- c) Original identity proof of the authorized representative for verification.

Vigilance / Anti-Corruption Advisory

Applicants are advised not to offer or pay any bribe, gratification, or unauthorized consideration to any person for processing their application.

Any demand for illegal gratification or information relating to corruption may be reported to:

- Controller of Examinations
- Chief Vigilance Officer (CVO)
- Registrar
- Any other Competent Authority of the University

Important Instructions

1. Applicants are advised to retain copies of all submitted documents and fee receipts for future reference.

2. The University reserves the right to seek additional documents or information whenever considered necessary.

Rejection of Application

The University may reject an application on any of the following grounds:

- a) Submission of an incomplete application;
- b) Non-payment of the prescribed fee;
- c) Non-submission of requisite documents;
- d) Furnishing false, forged, fabricated, altered, or misleading information;
- e) Non-fulfilment of eligibility requirements; or
- f) Any other reason considered appropriate by the Competent Authority.

The University's decision in such matters shall be final and binding.

Disclaimer

1. **The applicant shall be solely responsible for the accuracy, completeness, and correctness of the information furnished in the application and for the authenticity of all documents submitted in support thereof.**
2. Issuance of the Degree Certificate, Diploma Certificate, Provisional Certificate, or Migration Certificate shall be subject to verification of records and compliance with the applicable statutes, ordinances, regulations, rules, policies, and procedures of the University as amended from time to time.
3. The University reserves the right to withhold, defer, cancel, or reject any application at any stage if any discrepancy, deficiency, misrepresentation, suppression of material facts, or violation of University rules is detected.
4. The University may seek additional documents, clarifications, or information from the applicant whenever deemed necessary for processing the application.
5. In the event of any dispute, interpretation, or matter arising out of the issuance of certificates, the decision of the University shall be final and binding on the applicant.
6. The University shall not be responsible for any delay arising due to incomplete applications, non-submission of requisite documents, incorrect information furnished by the applicant, or circumstances beyond its administrative control.


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