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सिक्किम विश्वविद्यालय
SIKKIM UNIVERSITY

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(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नेक (एनएएससी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

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07th September 2026

Notification - 38/2026

Subject – **Instructions to apply for Online Degree Certificate - regarding**

Candidates who passed up to the year 2025 and have not yet claimed their degree certificates may apply to collect their certificates by self-collection from University or by post through the following online application:

<https://universitiesolutions.in/odcapp/sikkim/>

A. Collection by Self:

- 1) Applicants opting for collection of their degree certificates in person shall be informed of the *date, time and venue* for collection through their registered email ID.
- 2) At the time of collection applicants shall produce the following:
 - A printed copy of their online application, as proof of registration; and
 - A valid photo identity document (e.g. Aadhaar, PAN, Driving License etc.).
- 3) If an applicant is unable to collect the certificate personally, he/she may authorize only his/her **parent or spouse** to collect the certificate on his/her behalf.
- 4) In such cases, the authorized person shall produce the following documents:
 - A copy of the online application form; duly signed by the applicant;
 - A copy of the applicant's valid photo identity document (Aadhaar Card, PAN Card, Driving Licence, etc.), duly signed by the applicant;
 - A letter of authorization addressed to the **Controller of Examinations**, duly signed by the applicant, clearly indicating the name, identification details, and relationship of the authorized person with the applicant (limited to parent/spouse only);
 - A copy of the authorised person's valid photo identity document duly signed by the applicant; and
 - A copy of a valid document establishing the relationship of the authorised person with the applicant as parent or spouse, duly signed by the applicant.

B. Collection by post

- 1) Applicants opting for collection of their degree certificates by post shall have the certificates dispatched to their registered postal address through India Post (Speed Post). The *date of dispatch and other relevant details* shall be communicated to the applicants through their registered email ID.

Prof. Laxuman Sharma

Controller of Examinations (IC)

Distribution -

1. P.S. to VC for information of the Hon'ble Vice-Chancellor
2. Registrar
3. Finance Officer
4. Librarian (IC)
5. Director, Yangyang Campus
6. Dean Students' Welfare
7. All Deans of Schools
8. Convocation Steering Committee
9. Convocation Sub-Committees
10. All Principals of Affiliated Colleges
11. All Heads/In-Charge of Departments
12. Joint Registrar (Academics)
13. System Management with a request to upload the notification in the University website
14. President SUSA
15. Notice Board

परीक्षा नियंत्रक
CONTROLLER OF EXAMINATIONS
परीक्षा विभाग
EXAMINATION DEPARTMENT
SIKKIM UNIVERSITY सिक्किम विश्वविद्यालय