

## **PROCEDURE FOR RECEIVING DEGREE**

1. Provisional certificate and mark-sheet would come to the same address as registered on the IGNOU site; it comes home by registered AD
2. Thereafter a draft of Rs. 600/- needs to be send in favor of **IGNOU New Delhi. Write your name and IGNOU Enrolment No. behind the draft. Course as BHM.**  
It could also be paid on-line on IGNOU website when the link is available.
3. A letter of request and Xerox of provisional certificate for the degree certificate to be sent by post with the **DD to:**  
STUDENT EVALUATION DIVISION  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,  
BLOCK -9, EXAM –I, SECTION  
MAIDAN GARHI  
NEW DELHI – 110068
4. Keep a Xerox copy of all correspondence sent, along with speed- post tab to track the same if needed.
5. If no one is there at home to collect it, it goes back to **IGNOU, New Delhi. It is not sent to an address outside India.**

## **PROCEDURE TO BE FOLLOWED FOR WRONG NAME ON THE DEGREE CERTIFICATE**

1. Return the original certificates
  - Original Provisional Certificate
  - Original Statement of marks
  - Request letter &Registration Details
2. Write a request letter to IGNOU for correction in name with address of place to receive the corrected documents
3. **Give a certificate copy / Govt. identity of correct name.**
4. Send it by registered post/Speed post to:  
STUDENT EVALUATION DIVISION  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,  
BLOCK -9, EXAM –I, SECTION  
MAIDAN GARHI  
NEW DELHI – 110068
5. Keep a Xerox copy of all correspondence sent, along with speed- post tab to track the same if needed.

### **PROCEDURE FOR DUPLICATE IGNOU ID CARD**

1. File an FIR for the lost IGNOU ID card
2. Demand draft of Rs. 250/- has to be made, payable in the name of **IGNOU**.
3. 2 passport size photographs
4. Letter of request for duplicate IGNOU ID card has to be attached