

Degree certificate request from Student Login

Introduction

Students who have degree eligibility and no fee dues can request for their degree certificate through the portal after providing their communication details. Each status of the request can be viewed by the student – such as Request Approved, Certificate Dispatched etc.

Viewing Certificate Request Details

After logging on to the KTU e-Gov portal, students can view the request details of the various certificates that are provided by the University or request for certificates by clicking on the **My Certificates** menu on the left.

The screenshot displays the APJ Abdul Kalam Technological University e-Gov portal. The top header includes the university name and 'Change Password' and 'Logout' links. The left sidebar, titled 'Student Management', lists various services: My Profile, Cancellation Requests, Course/Semester Exam Registration, Honours Degree, My Certificate (highlighted), Grace-mark Request, MOOC Course Registration Request, and Reports. The main content area features tabs for 'Student', 'Exam', and 'Result'. The 'My Certificate Details' section is active, showing three categories: 'Provisional Certificate', 'Consolidated Grade Card', and 'Degree Certificate'. Each category displays 'Certificate not requested'. A green 'Request for Certificate' button is located in the Degree Certificate section.

If no requests have been made for a specific certificate, the status will be 'Certificate not requested'.

If a student has not completed his/her degree, the message **“You cannot request for the certificate, as you do not have degree eligibility”** will be displayed. For Students who are degree eligible, but have fee dues, the message displayed will be **“You cannot request for the certificate as you have fee dues. Please contact your college and get your fee dues cleared”**.

APJ Abdul Kalam Technological University Change Password Logout

Student Management

- My Profile
- Cancellation Requests
- Course/Semester Exam Registration
- Honours Degree
- My Certificates**
- MOOC Course Registration Request
- Grace-mark Request
- Reports

Student Exam Result

My Certificate Details

You cannot request for certificate, as you have fee dues. Please contact your college and get the fee dues cleared

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If the student is degree eligible and has no fee dues, he/she is directed to the page where the communication details are to be entered for dispatching the degree certificate.

Providing the request details

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Student Exam Result

Student Certificate Request Details

▼ **Basic Details**

Name: [text]
 Register No: [text]
 Degree: [text]
 Branch: [text]
 Institution: [text]
 Requested Certificate: [text]

▼ **Communication Details**

Mobile Number:
 Email:
 Address to which the certificate is to be delivered:
 City:
 State:
 Pincode:
 Certificate Photo:
 Change Photo:

Format : .jpg, Max File size : 30 kb, Dimensions: 213px X 272px

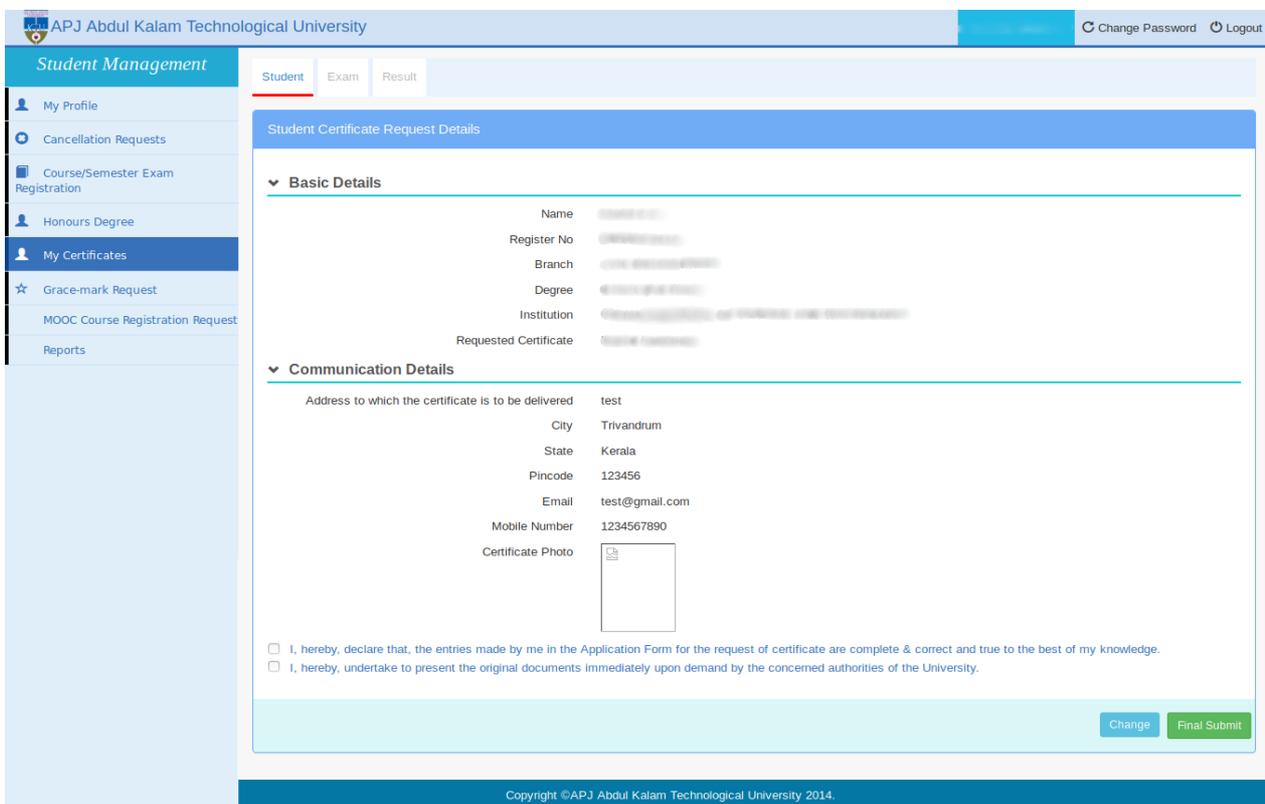
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The following basic details need to be entered for making the certificate request.

- **Mobile Number:** Must be of 10 digits without entering any country code
- **Email:** Should be of the format email@gmail.com
- **Address to which the certificate is to be delivered:** Address provided should be the one to which the requested certificate is to be sent via post
- **City:** City of the given address
- **State:** State of the given address
- **Pin Code:** 6 digit pin code
- **Profile Photo:** Here, the student's profile photo is displayed
- **Change Photo:** Here, the student can upload a different photo of the mentioned format, which will appear in the certificate

After entering these, click the Preview and Submit button, to view the below page which has all the entered details.

Viewing the Request Details



The screenshot shows the 'Student Certificate Request Details' page on the APJ Abdul Kalam Technological University portal. The page is divided into two main sections: 'Basic Details' and 'Communication Details'. The 'Basic Details' section includes fields for Name, Register No, Branch, Degree, Institution, and Requested Certificate. The 'Communication Details' section includes fields for Address to which the certificate is to be delivered, City, State, Pincode, Email, Mobile Number, and Certificate Photo. At the bottom of the page, there are two checkboxes for declaration and two buttons: 'Change' and 'Final Submit'.

Section	Field	Value
Basic Details	Name	test
	Register No	1234567890
	Branch	Computer Science
	Degree	B.Tech
	Institution	APJ Abdul Kalam Technological University
	Requested Certificate	Final Certificate
Communication Details	Address to which the certificate is to be delivered	test
	City	Trivandrum
	State	Kerala
	Pincode	123456
	Email	test@gmail.com
	Mobile Number	1234567890
	Certificate Photo	[Placeholder]

I, hereby, declare that, the entries made by me in the Application Form for the request of certificate are complete & correct and true to the best of my knowledge.
 I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of the University.

[Change](#) [Final Submit](#)

All the request details and the photo which will be appearing in the certificate are displayed. If anything needs to be edited, click the **Change** button. To make a final submission to the University, click the **Final Submit** button. The request number which can be used for identifying this request is generated and displayed as shown below.

APJ Abdul Kalam Technological University

Change Password Logout

Student Management

Student Exam Result

- My Profile
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- Course/Semester Exam Registration
- Honours Degree
- My Certificate**
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- MOOC Course Registration Request
- Reports

Certificate Request Details

Your request for Degree Certificate is submitted successfully

Your requestNumber is **00018**

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The request status can be tracked from the Student login itself.