

User Manual: Original Certificate Application

FYUGP 3-Year Undergraduate Degree (Arts, Science & Commerce Major)

Step 1: Portal Access

- Visit the Certificate Portal: <https://certificate.dibru.work/>.
- **Register:** New users must click "Register" and verify their mobile number and email via OTP
- **Login:** Use your registered mobile number and password to access the dashboard.

 Online Certificate Application Portal

Welcome to the Certificate Portal of Dibrugarh University
Portal for Online Application of Certificates.

Before starting the application process, please ensure that you have the following

1. A valid mobile number for sending Activation Code or OTP(One Time Password).
2. An active email id.
3. Any of the following facilities for online payment of application fee:
 - Net Banking
 - Debit Card (VISA, Master, Maestro, RuPay)
 - Credit card
4. [Relevant Documents on Digital and Distinctly Visible Format](#). (The file must be in **JPG/JPEG** format).
Please ensure that you have sufficient balance in your bank account to pay the application fee online.

LOG IN

REGISTER

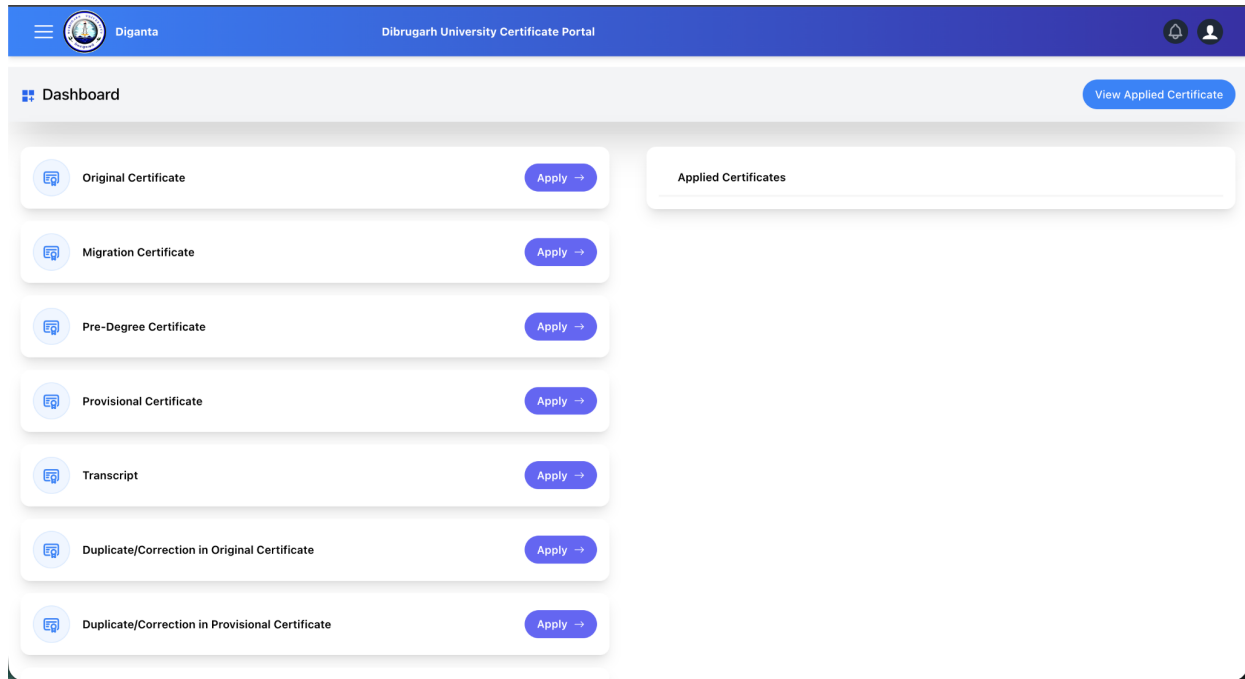
Instructions

Technical Helpline

Important Note

Step 2: Initiate Application

- On the dashboard, click the **Original Certificate** apply button.



Step 3: Select Degree Category

- Select the specific degree you are applying for from the dropdown menu:
 - 3-year Under Graduate Degree in Arts (Major)
 - 3-year Under Graduate Degree in Science (Major)
 - 3-year Under Graduate Degree in Commerce (Major)


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Dibrugarh University Certificate Portal



Application For Original CertificateStep 1 of 4

Step 1
Step 2
Documents Upload
Review Payment

Degree applied for

3 year

3 year Under Graduate Degree in Arts (Major)
3 year Under Graduate Degree in Science (Major)
3 year Under Graduate Degree in Commerce (Major)

Final Semester/Year examination held in (Month/Year), (e.g., 2023-05)

2025-09

Please enter from Gradesheet/Marksheet

Date of Passing

21/07/2025

Please enter from Gradesheet/Marksheet

Name of the Candidate (The name must be the same as it appears in the Dibrugarh University Registration Card)

Enter Name of the Candidate

Enter Name of the Candidate in Assamese

☒ I don't know how to write my name in Assamese. Therefore, I authorize the Certificate Branch, DU to convert my name to Assamese on my behalf. I will have No Objection on the spelling of my name in Assamese converted by the Certificate Branch, DU.

Father's Name

Enter Your Father's Name

College/Department/Institute from where qualified

Select...

☒ I declare that the information provided in this form is true and correct to the best of my knowledge and belief.

Next

Step 4: Fill Application Form

Navigate through the multi-step form by clicking **Next** after completing each section. Ensure the following details are accurate:


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Dibrugarh University Certificate Portal



Application For Original CertificateStep 1 of 4

Step 1
Step 2
Documents Upload
Review Payment

Degree applied for

3 year Under Graduate Degree in Arts (Major)

Final Semester/Year examination held in (Month/Year), (e.g., 2023-05)

2025-09

Please enter from Gradesheet/Marksheet

Date of Passing

21/07/2025

Please enter from Gradesheet/Marksheet

Registration no. provided by Dibrugarh University

RG1234

Name of the Candidate (The name must be the same as it appears in the Dibrugarh University Registration Card)

Demo User

Name of the Candidate in Assamese

Enter Name of the Candidate in Assamese

☒ I don't know how to write my name in Assamese. Therefore, I authorize the Certificate Branch, DU to convert my name to Assamese on my behalf. I will have No Objection on the spelling of my name in Assamese converted by the Certificate Branch, DU.

Father's Name

Demo Father Name

College/Department/Institute from where qualified

DEPARTMENT OF ASSAMESE DIBRUGARH UNIVERSITY

☒ I declare that the information provided in this form is true and correct to the best of my knowledge and belief.

Next


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Dibrugarh University Certificate Portal



Application For Original Certificate
Step 2 of 4

Step 1
Step 2
Documents Upload
Review Payment

Major/General
MAJOR

Subject/Specialty
Assamese

Enter Roll No.
ROL1234

CGPA
8.7

Mobile No
9508632462

Email
digdiganta@gmail.com

ADDRESS

Village / Town
Village

House No./Street No.
1

P.O.
Dibrugarh

District
Dibrugarh

State
Assam

Pin
786001

☒ I shall collect my certificate from Certificate Branch, Dibrugarh University.
☐ I want to receive my certificate in the address fields provided above.
☐ I want to receive my certificate in different postal address.

Previous
Next


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Dibrugarh University Certificate Portal



Application For Original Certificate
Step 3 of 4

Step 1
Step 2
Documents Upload
Review Payment

Upload Applicant's Photo
SELECT A FILE

Upload Applicant's Signature
SELECT A FILE

Upload Registration or Migration Card of Dibrugarh University
SELECT A FILE

Upload Final Semester/Year Admit Card
SELECT A FILE

Upload Final Semester/Year Graduation
Please upload only valid and signed original graduation
SELECT A FILE

Previous
Next

Step 5: Preview and Payment

- Review the generated **Preview** of your application to verify all information is correct.
- If corrections are needed, go back to the relevant step; otherwise, click **Confirm and Proceed to Pay**.

- Complete the application fee payment of ₹950 (or as specified) via the online payment gateway.

Dibrugarh University Certificate Portal

Status: Payment Pending

Name of the Candidate (English):

Name of the Candidate (Assamese):

Father's Name:

Registration No of Dibrugarh University:

Degree applied for :

Honours/Major/Distinction/General :

Subject/Speciality :

Roll & No :

CGPA :

Final Semester/Year examination held in (Year-Month) :

Date of passing :

College/Department/Institute from where qualified :

Mobile No :

Email :

Address for Communication:

Registration or Migration Card of Dibrugarh University :

Final Semester/Year Admit Card :

Final Semester/Year Gradesheet :

Demo User

I don't know how to write my name in Assamese. Therefore, I authorize the Certificate Branch, DU to convert my name to Assamese on my behalf. I will have No Objection on the spelling of my name in Assamese converted by the Certificate Branch, DU.

Demo Father Name

RG1234

3 year Under Graduate Degree in Arts (Major)

MAJOR

Assamese

ROL1234

8.7

2025-09

21/07/2025

DEPARTMENT OF ASSAMESE DIBRUGARH UNIVERSITY

9506632462

diggiganta@gmail.com

Village/Town: Village, House No./Street No.:1, P.O: Dibrugarh, District:Dibrugarh, State: Assam, Pin:786001

Uploaded

VIEW

Uploaded

VIEW

Uploaded

VIEW

UNDERTAKING

I hereby declare the following,

☒ I have uploaded the correct documents during the online application and ensured that the scanned images of such documents are distinctly visible.

☒ I have provided my own mobile No. and email id at the time of online application.

☒ If any of the information provided by me is found to be incorrect/illegible, my application shall be liable to be cancelled.

Important:

In case a candidate desires that his/her original certificate be collected from the University by somebody else, then the person concerned should bring a photo ID along with an authority letter from the candidate.

PAYMENT INFO

[You can select any one of the payment options available i.e Netbanking, Debit card (Visa, Master, Maestro, RuPay), credit card etc. The ATM-cum debit card option is for older versions of ATM cards which is now supported only by limited no. of banks.]

Application form for: Original Certificate

Amount: (Rs. 950.00)

Previous

Continue and Proceed to Pay Rs. 950

Step 6: Final Submission

- Upon successful payment, an online application form will be generated.
- Your application is now submitted for processing by the Certificate Branch.