



Ref. No.: DU/EX/CoE/26/ 894

Date: 14/07/2026

## NOTIFICATION

This is for information to all the concerned that, the students who have completed the **Three Year UG Degree** under **Four Year Under Graduate Programme (FYUGP)** are eligible to apply for their original pass certificates in online mode at the Certificate Portal of the university. They are not required to apply for the Provisional Pass Certificate separately.

### **Detailed Procedure:**

The following are the steps to be followed, for online application of original pass certificate.

#### **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.

#### **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).

#### **Step 4: Fill Application Form.**

Navigate through the multi-step form by clicking "**Next**" after completing each section. Ensure that all the details are correctly filled.

### 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.

### 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.

Issued with due approval.

  
(Dr. P.K. Kakoty)  
Controller of Examinations  
Dibrugarh University  


Copy to:

1. The Hon'ble Vice-Chancellor, D.U. for favour of his kind information.
2. The Registrar, D.U. for favour of information.
3. The Joint Controller of Examinations 'C', D.U. for information.
4. The Deputy Controller of Examinations 'A' & 'B', D.U. for information.
5. The Deputy Registrar, Academic, D.U. for information.
6. The Section Officer, Certificate, Registration & Migration Branch, D.U. for information and necessary action.
7. The Senior Programmer, D.U. for information and requested to upload the same on the university website.
8. Office file.

  
(Dr. P.K. Kakoty)  
Controller of Examinations  
Dibrugarh University  
