ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ
("ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)
Visvesvaraya Technological University
(State University of Government of Karnataka Established as per the VTU Act, 1994)
"Jnana Sangama" Belagavi-590018, Karnataka, India

Dr. Ujwal U. J. M.Tech., Ph.D., MISTE, MIEEE
Registrar (Evaluation)
Phone: (0831) 2498131

Ref. No.: VTU/MYS/CDOE/2026-27/315 Date: 05.11.2026

CIRCULAR

Subject: Issuing of Grade Cards and Degree Certificates for VTU Online Degree Programmes.
Ref: Approval from Hon'ble Chancellor, VTU, Belagavi vide Para No. 4 dated: 29.10.2026

With reference to the subject cited above, the students enrolled to the VTU Online Degree Programmes for the academic session July 2023, January 2024, July 2024 and January 2025 are herby informed to collect their grade cards and degree certificates of the eligible students from the Office of VTU Centre for Distance and Online Education, Mysuru. The grade cards and degree certificates will be issued from 06.11.2026 onwards.

The issuing guidelines are detailed below:

1. Mandatory Documents Required for Collection

Students must present the following documents while collecting grade cards and degree certificates:

1. Student Identity Card issued by VTU [Softcopy from VTU Online Degree Portal].
2. Photo ID proof[(Anyone: Aadhaar Card/PAN Card/Passport].

2. Prefilled Application Form

Students are required to submit "Application Form for issue of Grade Cards (Form 1)" and "Application Form for issue of Degree Certificates (Form - 2)". The duly filled application forms must be submitted to the office of VTU CDOE, Mysuru.

Further, for the online learners from overseas and other states, there is a separate provision for collecting grade cards and degree certificates. The learners may contact +91 9242247947 or send an request email to vtucdoe@gmail.com.

Enclosures: 1. Application Form for issue of Grade Cards – Form 1
2. Application Form for Issue of Degree Certificate – Form 2

Sd/-
REGISTRAR (EVALUATION)

Copy to

1. The Hon'ble Vice Chancellor through the Secretary to VC, VTU, Belagavi for kind information.
2. The Registrar, VTU, Belagavi for kind information.
3. The Director, VTU Centre for Distance and Online Education, Mysuru for information and needful.
4. Office File.

REGISTRAR (EVALUATION)

Form 1

Visvesvaraya Technological University, Belagavi
(State University of Government of Karnataka Established as per the VTU Act, 1994)
Centre for Distance and Online Education (CDOE)
Hanchya, Sathagalli Layout (Ring Road), Mysuru-570029
☎: (0821)2570223 | @ : vtucdoe@gmail.com | onlinedegree.vtu.ac.in

VTU-CDOE MYSURU

Application Form for issue of Grade Cards

1. University Seat Number (USN)	
2. Name of the Student	
3. Programme Name	(To be filled by Office)
4. Year / Month of Passing	(To be filled by Office)
5. Marks Card / Grade Card Serial Numbers	(To be filled by Office)
6. Degree Certificate Serial Number	(To be filled by Office)
7. Mobile Number	
8. Email ID	
9. Complete Address with PIN Code	
10. Registered Post / Speed Post No.	(To be filled by Office)
11. Date of Dispatch	(To be filled by Office)

List of Documents Submitted for Genuineness Verification (Any One):

□ Self-attested copy of Aadhaar Card

□ Self-attested copy of any additional Photo ID (specify):

DECLARATION

I hereby declare that the above information is true and correct. I understand that if any information is found false or misleading, the University may take appropriate action including cancellation of the academic documents issued. I also undertake that I have not applied for / received the same documents earlier through any other channel.

Date: _____

Place: _____

_____
Signature of the Student

----------FOR OFFICE USE ONLY----------

Date of Verification:	
Registered Post / Speed Post No.:	
Date of Issue / Dispatch:	
Remarks (if any):	
Signature:	

Form 2

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

(State University of Government of Karnataka Established as per the VTU Act, 1994)

"Jnana Sangama", Belagavi – 590018

Centre for Distance and Online Education

Application for Issue of Degree Certificate

1. STUDENT DETAILS

Name of Student (as on Marks Cards)	
University Seat Number (USN)	
Date of Birth	
Email ID	
Mobile Number	
Alternative Mobile Number	

2. DEGREE FOR WHICH APPLIED (Tick the appropriate)

☐ MBA	☐ MBA in Digital Marketing	☐ MBA in Business Analytics
☐ MCA	☐MCA in Artificial Intelligence & Data Science	☐MCA in Cyber Security & Cloud Computing
☐BBA in Digital Marketing	☐BCA in Data Analytics	☐BCA in Data Science
☐PGD in Big Data Analytics	☐PGD in Software Testing	☐PGD (Financial Analytics/ Marketing Analytics/ HR Analytics)
☐PGD (Investment Management/ Risk Management/ Financial Management/ Retail Management)		

3. DETAILS OF EXAMINATIONS PASSED

(No enclosures are necessary)

Semester	Month & Year of Passing		
1		**Month & Year of Completion**	
2		Affix Latest Photograph	
3			
4			
5			
6			

4. POSTAL ADDRESS

(To be filled in BLOCK letters. Please ensure correctness)

Name	
Address:	
PIN Code	
Mobile	
USN	

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby solemnly declare and promise that, if admitted to the _____ _____ degree for which I have been recommended, I shall, in my daily life and conversation, conduct myself as befits a member of this University; that I shall, to the utmost of my capacity and opportunity, support the cause of morality and sound learning; and that, as far as in me lies, I shall uphold and advance the social order and the well-being of my fellowmen. I shall faithfully and carefully fulfil the duties of the profession to which I may be admitted by virtue of my degree; that I shall, on all occasions, maintain its purity and reputation and I shall never deviate from the straight path of their honorable exercise by making my knowledge subservient to unworthy ends.

Place: _____ **Date:** _____

Signature of the Candidate: _____

CERTIFICATION

Certified that the above candidate is/was a bonafide student of VTU Center for Distance and Online Education from _____ to _____.

_____ _____

Signature of the Programme Coordinator with Date

Seal:

Signature of the Director with Date

Seal: