

## UNIVERSITY OF DELHI

### STEPS TO BE FOLLOWED FOR ONLINE PAYMENT OF SERVICES PROVIDED BY THE EXAMINATION BRANCH

The students are advised to follow the steps as below for availing the various services provided by the Examination Branch on payment of online fee.

- STEP 1** : Download the desired application form(s) from the official website of University of Delhi ([www.du.ac.in](http://www.du.ac.in))( **Link** - <http://exam.du.ac.in>)
- STEP 2** : Fill in the requisite details and submit the application form(s) at the designated inquiry counters at the Examination Branches of North Campus (*for North Campus Colleges and Departments*) and South Campus (*for South Campus Colleges and Departments*) respectively. **The application forms for Verification/Attestation of Degree, Duplicate Degree and Special Certificate for both Undergraduate and Postgraduate Courses shall be submitted at the North Campus only.**
- STEP 3** : Collect the applications form(s) after verification and inscription of the prescribed fees on the same by the person at the counter of the Examination Branch.
- STEP 4** : Deposit the prescribed fee (as inscribed on the application form) online at the payment Gateway on the same day i.e. day of verification of the form by the Examination Branch.\*
- STEP 5** : Write Payment Reference Id and date of payment on the top of the application form and submit the same at the designated counter, either on the same day or by next working day following the date of payment, for further processing by the University.

\* **Steps to be followed for online payment of fee:**

- i. First, the applicant shall register himself/herself at the portal for making online fee payment by clicking on “**NEW USER**”.
- ii. On successful registration, a password will be sent to the applicant on registered mobile number. The Email-ID of the applicant will be the User-Id for login.
- iii. The applicant shall login using his/her Email-Id as the User-Id and Password after clicking – “**LOGIN**”.

- iv. The Applicant shall select the purpose/type of fee and make the payment online using Debit Card, Credit Card or Internet Banking.
- v. On successful payment, the applicant will get a fee receipt stating the Payment Reference Id.
- vi. Write Payment Reference Id and date of payment on the top of the application form and submit the same at the designated counter, either on the same day or by next working day following the date of payment, for further processing by the University.

Note: (a) The request for any service will be considered on submission of duly filled Form at the designated counter after payment of the prescribed fee.

(b) After submission of Form, the applicant will get a confirmation on the registered Email-Id, a copy of which needs to be shown for any further communication/clarification.

- In case of double payment, the amount will be refunded to the same bank through which the fee has been paid by the students. For refund of double payment the students shall take up the matter with the customer care division of their banker.
- To avoid double payment of fee, students are advised to wait for at least four hours before making second/subsequent attempt for payment after failure of first attempt.
- In case refund is not received by the student within 03 working days ,then details including name of the student, University roll no , registered email, Payment Ref ID, name of the college/Deptt, course, date of payment, amount and name of the bank may be send at any of the following e-mail ids;  
[preeti.arora@idbi.co.in](mailto:preeti.arora@idbi.co.in)  
[neeraj.nishant@idbi.co.in](mailto:neeraj.nishant@idbi.co.in)  
[bajaj.priyanka@idbi.co.in](mailto:bajaj.priyanka@idbi.co.in)