

Procedure for collection or sending of degree certificates

Engineering Course / Master's Course

Doctorates (students who did their viva voce before 31 December 2009) *

The collection of professional three-year degrees and Bachelor's degrees is managed directly by the applications department of the schools, the off-the-job training department directly manages the transmission of research and innovation diplomas (DRI)

Graduates must make a request to collect their degree certificate. Certificates are not systematically transmitted.

Graduates are able to collect their diplomas and degrees the year following their graduation.

This timeframe should be taken into account when making a request to collect your degree certificate.

→ Collection in person by the graduate

- ⇒ All graduates: go to the central applications department with the following:
 - ✓ an ID document (ID card or passport **)
 - ✓ the original temporary certificate must be provided for any degree obtained before the year 2000
- ⇒ For student engineers only: during the graduation ceremony organised by the school (the year following the year of graduation)

→ Collection by a proxy

- ⇒ The proxy must have the following:
 - ✓ the "transmission to a third party" document duly filled out and signed by the representative and the graduate
 - ✓ a copy of the graduate's ID document
 - ✓ the proxy's ID document } ID card or passport **

→ Delivery by post

A registered letter with acknowledgement of receipt is transmitted to the graduate.

Make your request for delivery by [post](#) or [email](#) by specifically stating the following information:

- ✓ surname, first name,
- ✓ mailing address,
- ✓ school (or [specialty area](#) for [Doctorate](#) and [Master's courses](#)),
- ✓ year of graduation (with regard to the [Doctorate: date of viva voce](#)),
- ✓ type of degree requested ([Doctorate](#), [Engineering](#) or [Master's](#)).

Documents to be provided with your request:

- ✓ a photocopy or scanned ID document (ID card or passport),
- ✓ for any degree obtained before 2000, provide the original temporary certificate

If you reside abroad

Graduates must go through the Embassy or Consulate closest to their place of residence.

You must add [the address of the Embassy or Consulate](#) to which we will send the diploma in your written request.

Based on the contact details transmitted to us, the Embassy or the Consulate will contact you to tell you when your degree certificate is available.

The degree certificate is sent by registered mail with acknowledgement of receipt along with a receipt form to be filled out and returned to the applications department.

→ How to contact us?

- ✓ By post:
 - Institut polytechnique de Grenoble
 - Scolarité centrale
 - 46, avenue Félix Viallet 38031 Grenoble Cedex 1,
 - FRANCE
- ✓ By email: scolarite@grenoble-inp.fr

Opening hours :

Everyday from 8 a.m. to 11.30 a.m. and from 1 p.m. to 4.30 p.m.

except Wednesdays (closed all day)

Remarks:

- Translations of degree certificates are not provided, the graduate must contact a sworn translator to have his or her degree certificate translated.
- Duplicates are issued on an exceptional basis and this is only possible in the event of loss, destruction or theft (as evidenced by a supporting document).
- If a certificate of degree completion is required for a potential employer for example, the graduate must give prior authorisation. Therefore, no certificate of degree completion or level of training will be transmitted to a third party without the authorisation from the person in question.
- Any apostille request must be made to the Court of Appeal of Grenoble - tel: +33 (0)4 38 21 23 77 - www.diplomatie.gouv.fr

* Doctorate degrees for which the viva voce was held from January 2010 onwards are to be collected at the SED: Doctorate studies office - Pluriel building - University campus - St-Martin-d'Hères.

** Your residence permit is not considered as an ID document.

Release of diploma or degree certificate to a third party

POWER OF ATTORNEYRegulatory context

- Act No. 78-753 of 17 July 1978, Article 6-II
- CADA opinion of 19 April 2007

Against submission of:

- ✓ the proxy's ID document
- ✓ a copy of the graduate's ID document (ID card or passport)

the proxy as appointed below is hereby collecting the following certificate in the place of the holder and on his or her behalf:

- Bachelor's
- Engineering degree
- Specialisation engineering degree
- Master's
- Doctorate
- Accreditation to supervise research (HDR)
- Technical research diploma (DRT)
- Other (specify) _____

Appointed proxy:

Mr/Ms _____

Born on _____ in _____

Graduate:

Mr/Ms _____

Born on _____ in _____

Drawn up in Grenoble, on _____

Graduate's signature,

Proxy's signature,

Enclosures:

- ✓ original of the proxy's ID document
- ✓ copy of the graduate's ID document