

## Procedure for collecting or sending degree certificates

### Engineering course / Master's course / Doctorates (for students who did their viva voce before December 31st, 2009)\*

(The collection of professional undergraduate degrees and Bachelor's degrees is managed directly by the students' affairs department of the schools.

Collection of DRI diplomas (*Diplôme de Recherche et d'Innovation*) is managed directly by *La Formation Pro de Grenoble INP - UGA*)

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

Graduates can collect their diploma and degrees the year following their graduation.

The timeframe should be taken into account before formulating any request to collect the degree certificate.

#### → On-site collection by the graduate: **BY APPOINTMENT ONLY ! (please see next page)**

⇒ **For all graduates:** please come to the Central Schooling Department with the following documents:

- ✓ ID document (ID card or passport \*\*)
- ✓ original temporary certificate ONLY for any degree obtained before the year 2000

⇒ **For engineering students only:** during the graduation ceremony organised by the school (the year following the year of graduation)

#### → On-site collection by proxy

⇒ The proxy will have to provide the following documents:

- ✓ document titled « Collection of a diploma by a third party – Power of attorney » duly filled in and signed by both proxy and graduate
  - ✓ copy of the graduate's ID document
  - ✓ proxy's ID document
- } ID card or passport \*\*

#### → Sending by Post

The certificate degree is sent by **registered mail with acknowledgement of receipt**; it is advisable to be present at the address indicated for the sending, to pick up the mail.

Please send an email to the following address to request the sending of a degree certificate: [scolarite@grenoble-inp.fr](mailto:scolarite@grenoble-inp.fr)

specifying:

- ✓ the type of degree  
(Undergraduate / Engineering / Engineering – Specialisation year / Postgraduate / PhD / Other(s) : HDR, DRT, .../...)
- ✓ the school where the degree course was taken
- ✓ the year in which the degree was obtained
- ✓ the precise and complete delivery address to which the degree should be sent

by enclosing a copy of your national identity card or passport

**PLEASE NOTE**, for any degree obtained before the year 2000: the original of the temporary certificate will be required in return

#### If the graduate lives abroad

Certificate degrees must be sent through the Embassy or Consulate closest to the graduate's home.

Exception: within the EU or known secured-enough countries.

The graduate will be informed that the certificate degree was sent to the Diplomatic mission of their choice, which will contact them using their personal contact details transmitted by the Central Schooling Department afterwards.

→ **How to contact the Central Schooling Department ?**

✓ **By Post:**

Institut polytechnique de Grenoble  
Service central de scolarité  
46 avenue Félix Viallet - 38031 Grenoble Cedex 1 - FRANCE

✓ **By email:** [scolarite@grenoble-inp.fr](mailto:scolarite@grenoble-inp.fr)

**On-site, by appointment only**

Please contact our Department first:

✉ [scolarite@grenoble-inp.fr](mailto:scolarite@grenoble-inp.fr)

☎ 04 76 57 45 61

**Notes:**

- No certificate degree will be given to anyone other than the graduate without a duly completed proxy.
- While the first sending is free of cost, the second one, if the graduate or third party was not present during delivery and did go to the Post office to get it, will be at their expense.  
Regarding the second sending, the recipient can pay for the shipment via the *La Poste* website:
  - please choose registered mail with acknowledgement of receipt from 51 to 100g
  - sender to mention :  
Institut polytechnique de Grenoble  
Service central de scolarité  
46 avenue Félix Viallet  
38031 GRENOBLE Cedex
- The translation of a certificate degree is done upon request of the graduate by the services of a sworn translator.
- Duplicates are issued exceptionally, in the event of loss, destruction or theft (please attach supporting documents).
- Regarding the need for a certificate degree completion, for a potential employer for instance, the prior authorisation of the person concerned will be required. Therefore, no certificate of degree completion or level of training will be given to a third party without the authorisation of the person concerned.
- Any apostille request must be made to the Grenoble Court of Appeal : [apostilles.ca-grenoble@justice.fr](mailto:apostilles.ca-grenoble@justice.fr).  
For further information : <https://www.service-public.fr/particuliers/vosdroits/R47867>
- \* *Doctorate degrees for which the viva voce was held from January 2010 onwards are to be collected at the [Doctoral College of the University Grenoble Alpes \(UGA\)](#) :*  
*Collège Doctoral – Maison du Doctorat Jean Kuntzmann – 110 rue de la Chimie - Domaine universitaire – 38400 SAINT-MARTIN-D'HERES*
- \*\* *The residence permit is not considered a proper ID document.*

## Collection of a diploma by a third party

# POWER OF ATTORNEY

### Legislative context:

- Law n°78-753 dated July 17th, 1978, Article 6-II
- CADA statement dated April 19th, 2007

Upon presentation of:

- ✓ the ID document\* of the proxy,
- ✓ a copy of the graduate's ID document\*.

On this day, the designated proxy below hereby collects on the graduate's behalf, the diploma of:

BACHELOR

ENGINEERING

ENGINEERING SPECIALISATION YEAR

MASTER

PhD

OTHER

[ please specify: *Diploma of Habilitation to Supervise Research (= Diplôme d'Habilitation à Diriger des Recherches – HDR); Diploma of Technological Research (= Diplôme de Recherche Technologique – DRT); ... ]*

### Designated proxy:

FIRST NAME & Last name

Date of birth

Place of birth

### Graduate:

FIRST NAME & Last name

Date of birth

Place of birth

Drawn up in,

On (*date*)

Graduate's signature

Proxy's signature

Attached documents:

- ✓ Proxy's original ID
- ✓ Copy of graduate's ID

\*ID = National identity card OR Passport