

The Registrar
Suresh Gyan Vihar University
Mahal, Jagatpura, Jaipur

Sub.:- Application for receiving Degree / Diploma in VII Convocation 29th Sept., 2018.

Respected Sir,

With reference to your communication and information available on website of Suresh Gyan Vihar University, it is submitted that:

- (a)* I am a pass-out student of year 2017 -18 and I want to receive my degree / diploma in person / by post (put ✓ whichever applicable)
- (b)* I may not be able to come personally therefore, request that my degree may be issued to the person authorized by me in writing with his / her I.D. proof (self attested & attested by the student) to collect the degree on my behalf.
- (c)* Or I am neither able to come personally nor to depute any authorized person therefore, request you to post my degree at the **address with pin-code** provided in my particulars enclosed.
- (d) A fee of Rs. **1200/- (Rs. 1400/-** in case degree is to be received **by post**) is being remitted in favour of the Suresh Gyan Vihar University payable at Jaipur in cash* / DD* vide Receipt No. / Bank DD No. dated or deposited 'Online'* through Transaction No.dated.....

Yours faithfully,

Dated:

**Signature of the Student
(Name.....)**

Note:

*** Please tick (✓) the relevant para / details above.**

1. Please attach the following:

- (i) Cash / DD of Rs. 1200/- / Rs. 1400/- as the case may be.
- (ii) Identity Proof of the person receiving the Degree / Diploma self attested & attested by the student. (Photo Copy)
- (iii) Both sided photocopy of the mark-sheets of final year issued by the University.
- (iv) Authorization letter – if applicable (On Stamp paper of Rs. 50/- duly verified by Notary Public) along with Identity Proof.

PARTICULARS OF THE STUDENT

1. Student's Name (In Block Letters) : _____
2. Enrolment Number / Program : _____
3. Father's Name : _____
4. Address : _____

5. E-mail Address : _____
6. Phone / Mobile Number : _____
7. Details of Examinations appeared with result mark sheet(s) & 10th class mark-sheet:
(Attach self attested photocopies of mark - sheet of Final year making eligible for
award of degree copy of provisional certificate, if, issued earlier).

S. No.	Semester	Month & Year of passing	Marks / Grade point obtained	Total Marks / Credits	Percentage / CGPA
1.					
2.					
3.					
4.					

8. Division / CGPA: _____
- 9*. No dues certificate: Library _____ Hostel _____ Accounts & Finance _____
Chief Proctor _____ Sports Office _____ School / Deptt. _____

CERTIFICATE

It is certified that _____ was regular student in the _____
He / She has successfully completed all the requirement of _____
and eligible to receive the degree /diploma.

Signature of Dean / Principal / VP

For Office Use

Degree may be issued as per data mentioned above. Photocopy of Degree has been kept in examination section.

Dy. Registrar (Exam / Acad.)

Received Degree : _____
(Signature of Student / Authorized Person)

If sent by Post: Speed / Registered Post No. Dt/ Receipt attached)
*(The formalities related to point no. 09 shall be arranged at the level of SGVU, if the application is received online. No need of 'no dues' again if copy of provisional certificate is attached)