

The Registrar
Suresh Gyan Vihar University
Mahal, Jagatpura, Jaipur

Sub.:- Application for receiving Degree in 8th Convocation 19th Oct., 2019.

Sir,

With reference to your communication and information regarding 8th Convocation of Suresh Gyan Vihar University, to be held on Saturday, the 19th Oct., 2019.

- (a) I am a pass-out student of **year 2018 -19 / earlier year** and I want to receive my degree **in person / by post** (**mark** whichever is 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.
- Or**
- (c)* 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/ '**Online**'* through e-Transaction in the bank Account with following details :

A/c Holder Name	Suresh Gyan Vihar University
A/C No.	510131000002231
Bank Name	Corporation Bank
Branch	Jagatpura, Jaipur (Raj)
IFSC Code	CORP0001829
MICR	302017006

Yours faithfully,

Dated:

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

Note: * Please tick (mark) on the relevant option above.

1. Please attach the following:

- (i) **Cash / DD of Rs. 1200/- / Rs. 1400/- as the case may be.**
- (ii) **Self attested Identity Proof of the person receiving the Degree, & attested by the student. (Photo Copy)**
- (iii) **Both sided photocopy of the mark-sheets of final year issued by the University.**
- (iv) **Authorization letter –along with Identity Proof of degree receiver & that of authorized person.**

PARTICULARS OF THE STUDENT

1. Student's Name (In Block Letters) : _____

2. Enrolment Number & name of Program: _____

3. Father's Name : _____

4. Address : _____

_____ PIN _____

5. E-mail Address : _____

6. Phone / Mobile Number : _____

7. Details of Final Examination making the student “*eligible for award of degree(s)*”.
(Also attach the self attested photocopies of mark - sheets of Final year as above), & the details thereof, as follows:

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

In case of Dual Degree.

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 _____ (Course Name).
He / She has successfully completed all the requirements of _____ (Degree Name)
and eligible to receive the degree.

**Signature of Dean / Principal / VP
(Name)**

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.)
(Signature with Name)**

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.)