

The Registrar
Suresh Gyan Vihar University
Mahal, Jagatpura, Jaipur

Sub.- Application for receiving Degree / Diploma in 12th Convocation.

Sir,

With reference to your communication and information regarding 12th Convocation of Suresh Gyan Vihar University.

- (a) I am a pass-out student of **year 2022 -23 / earlier year** and I want to receive my degree / diploma **in person / by post** (✓ **mark** whichever is applicable).
- (b) * I may not be able to come personally, therefore, request that my degree / diploma 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 / diploma 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 / diploma at the **address with pin-code** provided in my particulars enclosed.
- (d) A fee of Rs. **1400/- (Rs. 1600/-** in case degree / diploma is to be received **by post**) is being remitted through DD/Banker's Cheque in favour of the Suresh Gyan Vihar University payable at Jaipur vide DD/Banker's Cheque No.....DatedBank or '**Online**'* through e- transaction with UTR NoBank Name

Transaction in the Bank Account with following details:

A/c Holder Name	Suresh Gyan Vihar University
A/C No.	50100217204554
Bank Name	HDFC Bank
Branch	Malviya Nagar, Jaipur – 302017
IFSC Code	HDFC0001844

Note: In case the fee of Rs.1400/1600 is deposited **online** then the student has to provide the following information on the Email-Id. registrar@mygyanvihar.com; dy.registrar@mygyanvihar.com, & finance@mygyanvihar.com

- (a) Name of the Student :
- (b) SID No. :
- (c) Course/Program :
- (d) Online Transaction Reference No./UTR No./ If Transaction through other mode then the type of Transaction like Paytm/UPI/Phone Pay /Google Pay/Amazon Pay etc. with the Transaction Ref. NumberDate:

Dated:/...../.....

Yours faithfully,

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

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

1. Please attach the following:

- (i) **DD of Rs. 1400/- / Rs. 1600/- as the case may be.**
- (ii) **Self attested Identity Proof of the person receiving the Degree / Diploma, & 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 / diploma 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) / diploma*".
(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 _____ (name) was regular student in the _____ (Course Name). He / She has successfully completed all the requirements of _____ (Degree / Diploma Name) and eligible to receive the degree / diploma.

Signature of Dean / Principal / VP (Name)

For Office Use

Degree / Diploma may be issued as per data mentioned above. Photocopy of Degree / Diploma has been kept in Examination Section.

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

Dy. Registrar
(Exam / Acad.)
(Signature with Name)

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.)