Instructions for filling Application Form:

1. Write your name in CAPITAL LETTERS as recorded in the Marksheet/Grade Card, at the space provided for the purpose.
2. Verify all the Personal, Academic and Exam related information displayed by default and fill up remaining information accurately so that Degree/Diploma certificate can be generated and delivered without any error and if any changes required then contact University Admin Office with supporting documents for necessary changes.
3. You should invariably verify the mobile no., email ID and Address. These contact details will be used for further correspondence, if any.
4. You are required to select the option of In-Person/In-Absentia carefully.
5. If, you will select the option "In-Person" then you will be entitled to attend the convocation and can collect the degree on the day of convocation. If, you will not able to remain present on the day of convocation then you can also collect the certificate within seven days after convocation day from the University Admin Office. After the given time period, the University will dispatch/sent your degree/diploma certificate to your correspondence address given at the time of application by post only. If, you will select the option "In Absentia" then you will not be entitled to attend the convocation and will not receive the degree/diploma certificate on the day of convocation. The degree certificate will be sent at your correspondence address given at the time of application by post only.
6. If you opted to receive degree/diploma certificate In-Person, then you are requested to fill No. of attendees (parents/guardians) accompanying with you.
7. The option any above selected shall remain final & will not be considered for any change except in the case of Medal winners.
8. The dress code for convocation ceremony is Kurta-Pyjama and you are required to select the appropriate size for dress code. The attire is pre-ordered based on your input, so, kindly select the size carefully by referring the size chart available on website of the University.
9. You are required to upload passport size colour photograph (preferably in white background), Signature, Last Semester/year Marksheet(s)/Grade Card(s), Aadhaar Card and APAAR/ABC ID Card. Each document must be in JPEG/JPG format and within size limit of 5 MB. It is mandatory to have a good professional photo so that it can be printed in degree/diploma Certificate if required.
10. Kindly note that the degree/diploma certificate will be sent at your correspondence address after completion of Convocation as the case may be. You are informed to verify the correspondence address accordingly, so that the certificate will be delivered correctly.
11. Tick mark at the space provided after reading the statement regarding correctness of the details. Then, proceed for payment by click on Save and Next button and complete the Payment Process. Then after save copy of application form and payment receipt for your record.