

The Registrar
Suresh Gyan Vihar University
Mahal, Jagatpura, Jaipur

Sub.: Application for receiving Degree / Diploma in 14th Convocation.

Sir,

With reference to your communication and information regarding the 14th Convocation of Suresh Gyan Vihar University.

- (a) I am a pass-out student of year **2024 -25** ☐ **OR** **earlier year** ☐ , and I want to receive my degree/diploma **in person** ☐ **OR** **by post** ☐ (✓ mark whichever is applicable).
- (b) * I may not be able to come personally; therefore, request that my degree/diploma be issued to the person authorised 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 authorised person; therefore, I request you to post my degree/diploma at the **address with the pin-code** provided in my particulars enclosed. (* **Please tick (✓ mark) the relevant option from (b) & (c))**
- (d) A fee of Rs. **1400/-** (**Rs. 1600/-** in case the degree/diploma is to be received **by post**) is being remitted **online** in the following manner, **along with the earlier dues, if any: -**
1. Students admitted up to the year 2021 will deposit through the hyperlink <https://shorturl.at/H8ePB> after filling in the necessary details.
 2. Students admitted from the year 2022 onwards will deposit through their LMS Student Portal only.
- (e) **Note:** In every case of fee deposited Rs. **1400/1600 (as the case may be) with dues, if any**, then the student has to provide the following information on the Email ID. dy.registrar@mygyanvihar.com, & finance@mygyanvihar.com

1	Name of the Student		6	Amt. for Degree/ Diploma Rs.	
			7	Amt. Other Dues (if any) Rs.	
2	SID No.		8	Transaction Details	
3	Course/Program		8a	Transaction ID	
4	Mobile No.		8b	Bank Name	
5	Total Amount Deposited Rs.		8c	UTR No.	

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

Yours faithfully,

Signature of the Student

1. Please attach the following:
- (i) Online payment 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 the degree/diploma receiver & that of authorized person.

PARTICULARS OF THE STUDENT

(FOR NO-DUES)

- 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 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 / Dept.

CERTIFICATE

It is certified that(name) was a 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.

Dean / Principal
(Signature with 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.)