

EXPRESS CONVOCATION

APPLICATION FOR THE AWARD OF FINAL DEGREE/ DIPLOMA/ CHARTER

- *Read the instructions carefully before filling the application.*
- *All the awards under this category will be issued in Absentia.*

Hon'ble Vice-Chancellor,
Arunachal University of Studies,
Knowledge City, NH-52,
Namsai, Arunachal Pradesh, Pin Code – 792 103

Respected Sir,

I have completed my programme as per the following details and I intend to apply for the award of Final Degree/ Diploma/ Charter Certificate :-

Name :- _____

Father's Name :- _____

Mother's Name :- _____

Enrollment Number :- _____

Final Roll Number :- _____

Programme Name :- _____

Address :- _____

Pin code :- _____ Email Id:- _____

Mobile :- _____ Tele. (R):- _____

Paste recent
Passport Size
Photograph. It will
be **printed** on
Degree/ Diploma/
Charter Certificate.

I am enclosing self-attested copies of my testimonials from class 10th onwards till latest including received from Arunachal University of Studies and all work experience certificates. I hereby declare that aforementioned information including enclosed documents are true to the best of my knowledge and belief and I am not hiding any information. I have read and understood the rules, regulations of the University. I also agree that the University is empowered to cancel my Degree/ Diploma/Charter Certificate etc., if any information furnished by me is found to be incorrect, misleading or counterfeited.

Thanking You,

Yours Obediently

(Signature of the Candidate)

Enclosures:

1. DD in favor of Arunachal University of Studies as per the directions mentioned overleaf.
2. Self-attested testimonials {See instructions for filling Application Form}.

Instructions for filling the Application Form

- 1) After clearance from the office of Vice-Chancellor, the Degree/ Diploma/ Charter Certificate will be issued to the candidate in absentia within reasonable time but less than 30 days.
- 2) Candidate should write their name (in block letters) legibly strictly as per university record.
- 3) The Candidate is required to submit Self-Attested Photocopies of the following documents :
 - a) The testimonials from class 10th and onwards, till the latest qualification pursued from the University.
 - b) Details of Work Experience/ Internship etc., if applicable.
 - c) Identity and Address Proof.
- 4) Application Fee :

Convocation Fee: -

- Enclose **Demand Draft** of Rs. 4,500/- in favor of Arunachal University of Studies payable at Namsai, Arunachal Pradesh.

OR

- Enclose Transaction Slip of **Online Transfer** of Rs 4,500/- in favor of Arunachal University of Studies, A/c No. 33162597948, State Bank of India, Branch: Namsai, Arunachal Pradesh vide IFSC code: SBIN0013311.

Convocation & consolidated Transcript Fee:- *(Mandatory for Credit Transfer, Lateral Entry Candidates)*

- Enclose **Demand Draft** of Rs. 7,000/- in favor of Arunachal University of Studies payable at Namsai, Arunachal Pradesh.

OR

- Enclose Transaction Slip of **Online Transfer** of Rs 7,000/- in favor of Arunachal University of Studies, A/c No. 33162597948, State Bank of India, Branch: Namsai, Arunachal Pradesh vide IFSC code: SBIN0013311.

- 5) The duly filled application form alongwith requisite enclosures must reach to

The Registrar

Arunachal University of Studies

NH-52, Namsai, Arunachal Pradesh - 792 103. {By Registered/ Speed Post Only}

- 6) The Degree/ Diploma/ Charter Certificate will be sent to the candidates address as available in the University records. In case there's a change in address, the candidate will have to submit the Change Address Form which can be obtained from the University's official website.
- 7) Forms with incomplete, incorrect, insufficient information or without fee will not be accepted and no correspondence will be entertained in that regard.
- 8) Enquiries from candidates as to the receipt of their application in this office will not receive attention. Candidates are therefore advised as a safeguard against non-delivery of applications, to submit the same much earlier than the prescribed date by Registered/ Speed post with acknowledgement due.