

**INTERIM APPLICATION FOR THE AWARD OF FINAL CERTIFICATE**

*(Read the instructions carefully before filling the application.)*

*The interim application can be submitted between March 1, 2017 to July 31, 2017 or three months prior to University Second Convocation.*

*All the awards under the interim application will come under the category of "Awarded in Absentia")*

Hon'ble Vice-Chancellor  
Arunachal University of Studies  
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 Certificate in absentia:

Name :- \_\_\_\_\_  
Father's Name :- \_\_\_\_\_  
Mother's Name :- \_\_\_\_\_  
Enrollment Number :- \_\_\_\_\_  
Roll Number :- \_\_\_\_\_  
Programme Name :- \_\_\_\_\_  
Address :- \_\_\_\_\_  
\_\_\_\_\_

Paste recent Passport Size Photograph. The same will be printed on degree/ diploma certificate.

Pin code :- \_\_\_\_\_ Email Id:- \_\_\_\_\_

Mobile :- \_\_\_\_\_ Tele. (R):- \_\_\_\_\_

I am enclosing self-attested copies of my testimonials from class 10<sup>th</sup> 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/ 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) The Interim Final Certificates will be provided to the candidates within reasonable time but less than 180 days anytime between First Convocation and three months prior to Second Convocation.
- 2) Candidate should write their name (in block letters) legibly as registered for the University examination.
- 3) The Candidate is required to submit Self-Attested Photocopies of the following documents :
  - a) The testimonials from class 10<sup>th</sup> 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 :

**For the candidates completed Full programme from the University :**

Fee of Rs 2,500/- in favor of Arunachal University of Studies in form of Demand Draft issued from **State Bank of India** payable at Namsai, Arunachal Pradesh. **OR** Fee of Rs 2,500/- in favor of Arunachal University of Studies in form of Demand Draft issued from **any other Scheduled Bank** payable at New Delhi.

**For Credit Transfer/ Lateral Entry Candidates whose consolidated transcript not issued :**

Fee of Rs 5,000/- in favor of Arunachal University of Studies in form of Demand Draft issued from **State Bank of India** payable at Namsai, Arunachal Pradesh. **OR** Fee of Rs 5,000/- in favor of Arunachal University of Studies in form of Demand Draft issued from **any other Scheduled Bank** payable at New Delhi. **{Fee for Transcript and Convocation}.**

- 5) The duly filled application form alongwith requisite enclosures must reach to the following address by August 31, 2017 (Registered/ Speed Post only).  
**The Registrar**  
**Arunachal University of Studies**  
**NH-52, Namsai, Arunachal Pradesh - 792 103**
- 6) Since the award is in Absentia so the Degree 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 office or Website.
- 7) The date of filling The Second Convocation forms will be declared after July 31, 2017.
- 8) Forms with incomplete, incorrect, insufficient information or without fee will not be accepted and no correspondence will be entertained in that regard.
- 9) 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.