



18. Whether failed or debarred from any of the previous examinations of the university: Yes / No.

17a. If yes, write down the semester \_\_\_\_\_, session \_\_\_\_\_ Course No. and

Title: \_\_\_\_\_.

**Declaration by the Candidate:**

Statements made above are true and correct and document(s) furnished along with this form are genuine to the best of my knowledge and belief. I declare that I have not been debarred from appearing in any examination due to disciplinary reasons during the period of my study in this University. I have cleared all my dues to the University and submitted the soft-copy of my passport size photograph (or my photograph has been snapped by the University).

Date:

Full Signature of the candidate

**Recommendation of the Dean/Course Coordinator/Head of the Department:**

Certificate may be issued to the above candidate \_\_\_\_\_ (Name), with Reg./ID No. \_\_\_\_\_, of the course \_\_\_\_\_ at the School/ Faculty Centre \_\_\_\_\_ who has fulfilled all the academic requirements for the award of degree/ diploma/ certificate.

Date, Place and Official Seal

Full signature Dean/Course Coordinator/Head of the Department

**For office use only**

Date and year of Convocation: July 2018

ID No. of the Candidate:

The above candidate may be/ may not be conferred the said degree/diploma/certificate in person/ absentia. (strike off whichever is not applicable)

Verified by

Countersigned by

Office of the Controller of Examinations

Registrar's office

**Instructions:**

1. Last date of submission of this form: 7 days before the date of convocation (without late fine), 3 days before the convocation (with late fine of Rs.200/-)
2. Convocation Fees: a) For those receiving degree/diploma certificates in person at the convocation: Rs.500/-  
b) For those receiving degree/diploma certificates on a date after the convocation: Rs.1000/-  
c) For those wishing to receive degree/diploma certificates by post: Rs.1100/- (including postal charges).
3. Fees to be paid either by cash or by Demand Draft drawn in favour of the 'Ramakrishna Mission Vivekananda University' and payable at UBI, Belur Math Branch.

**Documents to be enclosed with this application form:**

1. No Dues certificate
2. Attested copy of consolidated grade sheet(if applicable).
3. Original copy of provisional certificate (if applicable).
4. Identity Card