



Ramakrishna Mission Vivekananda Educational and Research Institute

(Deemed-to-be-University as declared by Govt. of India u/s 3 of UGC Act, 1956)

[Formerly known as Ramakrishna Mission Vivekananda University], Belur Math, West Bengal, India

Form No. RKMVERI/Convocation/20____/

Application for award of Degree/Diploma certificate in the Convocation

For Office Only: Received Rs. _____ as Convocation fee and late fine of Rs. _____ (if applicable) as **online payment** Order No. # _____ paid on (date) _____ OR by Demand Draft No. _____, date _____, Bank & Branch _____

Signature of Cashier with Seal

Affix a recent passport size self-attested photograph

Mode of receiving certificate [Please tick (✓) whichever is applicable]:

A. **In person** at the Convocation

B. **In Absentia** after the Convocation

1. Name of the Candidate (in Block Letters):

2. Student Regn. No. :

2a. Gender (Male / Female):

3. Academic Session:

4. Month and year of passing final examination under this university:

5. Programme:

6. Department and School/Faculty Centre:

7. Name of the Degree/Diploma applied for:

8. Date of Birth:

9. Mother's Name:

10. Father's Name:

11. Permanent Address:

12. Address for Correspondence:

13. Landline Phone/Mobile No.:

14. Email Id:

15. If certificate is to be taken in absentia, please mention the address to which it is to be sent:

16. Total Credit completed and final CGPA:

17. Topic of Thesis/Dissertation/Project work, if any:

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

18a. 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 I have been photographed 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 Regn./ID No. _____, of the programme _____ 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 of Dean / Course Coordinator / HoD

For office use only

Date and year of Convocation: _____

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 may be paid **online** or by Demand Draft (DD) 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. Proof of payment of the convocation fee & other fees (**online** or DD)
3. Attested copy of consolidated grade sheet (if applicable).
4. Original copy of provisional certificate (if applicable).