

# Sant Gadge Baba Amravati University, Amravati

Application for issuing of Degree Certificate in Absentia (after the Convocation) or Diploma Certificate.  
(Candidate should fill in this application in his own handwriting)

To,  
The Controller of Examinations,  
Sant Gadge Baba Amravati University,  
Amravati.

**Subject :- Request to issue my Degree in Absentia (after Convocation) or Diploma Certificate/ Certificate**

Sir,

I the undersigned Candidate request you to please issue me Degree in absentia (as I have not applied for Conferment of the Degree Certificate in Convocation) Diploma Certificate/ Certificate. Details regarding the examination for the said Degree/Diploma/ Certificate are furnished below:-

- 1) Full Name of Candidate (in Marathi) : .....
- 2) Full name of Candidate (in English Capital letters) : .....
- 3) Name of Degree/Diploma/Certificate Examination Passed : .....
- 4) Summer/Winter : ..... 5) Roll No.of Final Year Exam : .....
- 6) Enrollment/Registration No. : .....
- 7) Name of College/Department : .....  
(If the Candidate passes this examination by taking admission in College/Deptt.)
- 8) Category of examinee : Collegiate/Ex-student/External/Ex-External
- 9) Division in which passes .....  
(Enclosed attested zerox of marksheet)
- 10) Fee for issue of Degree/Diploma Certificate/Certificate Rs. .... (in words) .....
- 11) Cash Reciept /DD No. .... Dt. ----/------/----- Bank .....
- Branch ..... for Rs. ....  
(DD shall be in the name of The Registrar, Sant Gadge Baba Amravati University)
- Additional information (if any) .....
- .....

I request you to please send my Degree/Diploma Certificate/ Certificate on the following address:-

Thanking you.

Date : -----/-----/200

Address :- .....

Yours faithfully,

Place .....

P.O. ....

Dist. ....

PIN CODE .....

Signature .....

(Name .....

(Read the instructions carefully on overleaf)

P.T.O.

# Instructions

1. Degree/Diploma/Certificate shall be sent on given address upto a period of four months in normal course. It shall be sent by Regd.Post and it will not be given personally.
2. Attach attested Zerox copies of marksheets (Both the sides) of all examination of the said examination.
3. Incomplete or wrong application shall be rejected.
4. Pay the fee in cash or DD only for Degree/Diploma/Certificate in absentia at Rs.100/- (or revised time to time) alongwith late fee Rs.25/-(at revised rate) per year from Convocation to Convocation.
5. Write the Name in English & Marathi in neat and legible handwriting which is essential.
6. Graduands of Degree in Ayurvedic Medicine, Medicine, Homoeopathy, Pharmacy, B.Tech. (Cosmetic), B.Lib.,M.M.C. etc. where internship is prescribed in all such examination, the Degree will be issued only after Completion of Internship, for which attested Zerox copy of completion Certificate of Principal be attached.
7. In case of making enquiry personally, please bring details of examinations i.e. Final year marksheet, fee paid, Roll No.etc.

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Discrepancies noticed in application -----  
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- 1) Date of Recieving application : -----  
2) Date of Despach of Degree/Diploma Certificate/Certificate : -----  
(a) Outward No. : -----  
(b) Signature of Clerk : -----

By Post

To

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From:- **Controllor of Examinations**  
Sant Gadge Baba Amravati University  
Amravati -444602