Ref No: SUN/CoE/DS/Circular/**351**   Date:- 08-12-2020

Circular

Sub: Issuance of Degree Certificate to the students passed out during April/May 2019

With reference to the above subject, Degree Certificate will be issued to the students who have completed their degree during April/May 2019 examinations.

The prerequisites may please be noted as given under:

1. Students can use the application form given in the Annexure A.

2. Fill the required data and sign on the application form.

3. Scan the application form and send it to the through email to certificate.coe@sandipuniversity.edu.in

4. Attach all the grade sheets required for the award of degree.

Controller of Examinations

To :
    All Deans/Heads/CoE coordinators

Copy to: 1. PS to Vice-Chancellor
               2. The Registrar
               3. The Finance officer
               4. Sandip University Group

Application for obtaining the Degree Certificate
(Fill the information carefully in the application form)

Affix your latest passport size colour photograph

Don't staple

PRN No.		Enrollment Year	

1. Name of the candidate in full (in Block Letters as was written in the SSC/HSC/CBSE Certificate)

Student's Name (in English)	
Father's Name (in English)	

2. a) Name of the School: _____ b) Name of the Branch : _____

   c) Name of the programme: _____ d) Year of passing: _____

3. If applying for M.Tech./Ph.D. degree, furnish below the title of Dissertation/Project/Thesis:

Name of the Supervisor/s:	

4. If the degree is to be received in absentia, furnish full postal address, line by line, (including your name) to which the degree is to be dispatched (please write clearly):

Mailing address with PIN Code (for sending the certificate)	**Permanent address with PIN Code**
Name: Address: **PIN Code:**	 **PIN Code:**
Mobile No.:	E-mail:

5. Present Occupation & Position- a) Occupation: b) Position:

   c) Office Address:

Place:

Date:

Signature of the candidate

Enclosure: Consolidated Mark sheet (Self Attested)

<u>For Account office use only:</u>

Name of Student :	
PRN :	Year of Admission :
Programme Name :	School Name :
Application Fees :	
Accountant Sign. and Seal	