



# VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

## Application for issue of Degree Certificate (Convocation) issued by VTU

### POINTS TO NOTE

- Pay online only by SBI Payment link <http://vtu.ac.in/online-fee-payment> and enclose Online Receipt of fees paid
- DDs are not accepted
- Fee paid once cannot be refunded

# DC

By Post	By Hand	Token No.

Name of Student (As on Marks Cards)	
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University Seat Number	
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Degree for which applied (Tick the appropriate)	<input type="checkbox"/> BE/B.Tech.	<input type="checkbox"/> B.Arch.	<input type="checkbox"/> PG Dip.	<input type="checkbox"/> MBA	<input type="checkbox"/> MCA	<input type="checkbox"/> M.Arch.	<input type="checkbox"/> M.Tech.
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Details of Fee Choose Category "F – Fees to be paid by student" – Examination	Choose one of the following options	
	<input type="checkbox"/> Degree Certificate Fees ₹ 800 + ₹ 100 penalty per each year <b>For Indian National</b>	₹ 800 + (₹ 100 x No. of years since completion of degree)
	<input type="checkbox"/> Degree Certificate Fees USD 200 + USD 50 penalty per each year <b>For Foreign Nationals</b>	\$ 200 + ( \$ 50 x No. of years since completion of degree)
Fee paid: ₹ _____		
Payment ID: _____		Date: _____

### Details of Examinations Passed (No enclosures are necessary)

Non CBCS Scheme				CBCS Scheme
Semester	Month & year of Passing	First Attempt Total	Class Obtained	
1				Month and Year of completion :
2				CGPA at the end of Academic Program :
3				<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;">                     Affix Photograph                 </div>
4				
5				
6				
7				
8				
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10				

### Degree Certificate Particulars

Name: \_\_\_\_\_ Year of passing : \_\_\_\_\_ Class obtained: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Candidate Signature: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 EmailId: \_\_\_\_\_ Alternative Mobile: \_\_\_\_\_

Application by Post	Application by Hand(In person at VTU Belagavi)
Send the filled and signed application form and online receipt of fees paid to the following address: <b>Registrar (Evaluation)</b> <b>Visvesvaraya Technological University</b> <b>Jnana Sangama, BELAGAVI- 590018</b>	<ul style="list-style-type: none"> <li>• Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days.</li> <li>• Second and Fourth Saturdays of the month are holidays, other Saturdays are full working days.</li> </ul>

For Office Use Only

Case Worker: \_\_\_\_\_ Special Officer: \_\_\_\_\_ Registrar (Evaluation): \_\_\_\_\_

### To Be Filled By Applicant In BLOCK Letters

**POSTAL ADDRESS TO WHICH DC IS TO BE SENT** (This portion will be cut and pasted on envelope. Check for correctness)

**Note: Postage fee of ₹ 1,500-00 to be added to the fees for addresses outside India**

Name		USN:
Address		
	PIN	Mobile:

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby solemnly declare and promise that, if admitted to the \_\_\_\_\_ degree, for which I have been recommended, I shall, in my daily life and conversation, conduct myself, as befits a member of this University; that I shall, to the utmost of my capacity and opportunity, support the cause of morality and sound learning and that, as far as in me lies, I shall uphold and advance the social order and the well-being of my fellowmen. I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of my degree; that I shall, on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honourable exercise by making my knowledge subservient to unworthy ends.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate

Certified that the above candidate is /\*\* was a bonafide student \_\_\_\_\_ of \_\_\_\_\_ college during \_\_\_\_\_ to \_\_\_\_\_.

Signature of the Principal / \*\* Gazetted officer with Date & seal.

<b>To Be Filled By Applicant In BLOCK Letters</b>	
POSTAL ADDRESS SAME AS MENTIONED ON OVERLEAF ( Check for correctness)	
	USN:
PIN	Mobile:

**NOTE**

1. Convocation Application shall be filled along with the final semester examination Application. No enclosures are required along with the application form.
2. THE CANDIDATE SHALL INTIMATE THE CHANGE IN MAILING ADDRESS, IF ANY, BEFORE THE DATE OF CONVOCATION WITHOUT FAIL.
3. For such candidates who fail in the final examination or who remain with arrear subjects, the convocation fee will be adjusted with effect to that.
4. The exact date of convocation will be notified by the University from time to time.
5. Doctorates, Gold Medalists / First Rank Holders and the Prize Winners will receive degree certificates in person at the convocation. All others will be awarded the Degree in absentia and the Degree Certificate will be dispatched by SpeedPost or courier to the address given in this application form. **Take care to check the address, it will be cut from the application and pasted on the envelope at the time of dispatch.**
6. Candidates applying for convocation during subsequent years of graduation may apply directly to the office of the Registrar (Evaluation), VTU, Belagavi -590018. Such applications shall be attested by the HoD/ Gazetted Officers and Convocation fee shall be paid through online payment option - <http://vtu.ac.in/online-fee-payment>

The Principals are requested to send all the duly filled convocation applications along with details of fee paid (paid through online) directly to the office of the Registrar (Evaluation) before May 31, every year.

**\*\* FOR THOSE FILLING APPLICATION DURING SUBSEQUENT YEARS OF COMPLETION OF GRADUATION.**