



D.Y.PATIL UNIVERSITY, Navi Mumbai

(Established under section 3 of the UGC Act, 1956 vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

ACCREDITED by the NAAC with 'A' Grade

Founder Chancellor: Padmashree Dr. D.Y.Patil

Sector 15, Plot No. 50, C.B.D. Belapur, Navi Mumbai 400 614
TEL 91-22- 39286212 / 200 / 214 FAX -91-22-39286199 <http://www.dypatil.ac.in>

Application for Degree /Diploma Certificate

(Please read important instructions given at the end before filling this form)

(Please fill the form in capital letters)

Affix Photograph
Duly
Signed across

To,
The Registrar,
D. Y. Patil University
Sector 15, Plot no. 50,
C.B.D. Belapur, Navi Mumbai.

Expected Enclosures:

- (i) *Attested Xerox copy of statement of marks.
(if semester pattern all semester Mark Sheets are required)*
- (ii) *Provisional Passing Certificate*
- (iii) *Internship Completion Certificate(for Medical Dental Ayurved & Physiotherapy Students)*
- (iv) *One additional copy of photograph*

Sir,
I hereby apply for Degree/Diploma certificate of the University at the ensuing convocation to be held in January / February 20-----.

PERSONAL DETAILS

1. Applicant's Full Name in English (as desired by the candidate. If it is different from that in the result sheet, submit documentary evidence) **(One block should be kept blank after each name)**

Surname:

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First Name:

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Father's Name:

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Mother's Name:

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2. Sex M – Male
 F - Female

3. Address for Correspondence

PIN Code:-

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4. Phone No. _____ Mobile _____
Email Address _____

ACADEMIC AND OTHER DETAILS

5. Name of College _____
6. Examination Passed _____ Month & Year _____ Seat No. _____
7. Specialization _____
8. Class or Grade Obtained _____
9. Convocation Attendance Status P – In Person
A – In Absentia
10. Convocation Fee Status P- Paid
N- (Not Paid) (In case Not paid enclose
D.D./Cash receipt as per details below)

FEE DETAILS

Amount of fees Rs. 2000/- / Rs. 2500/- (see instruction No. 1 below) remitted by Cash / Demand Draft No. _____ Dated _____ drawn on _____ Bank, Payable at Navi Mumbai.

DECLARATION BY THE CANDIDATE

I have carefully read & noted the instructions to the candidate before filling in this form. I declare that the information given above is true and correct to the best of my knowledge and belief. I undertake that I shall be responsible for any omission / errors / incomplete entries made by me in this form.

Place _____ Date _____

Signature of Candidate

INSTRUCTIONS TO THE CANDIDATES

1. Convocation fees: Rs2000 /- for Degree / Diploma Certificate in person & Rs. 2500/- in absentia and late fee is Rs.750/-.
2. The prescribed convocation fee should be paid only by Demand Draft in favor of “Padmashree Dr.D.Y.Patil University” drawn on any nationalized bank, payable at Navi Mumbai. Cheques/Money orders will not be accepted. Students can also pay the convocation fee in cash in person at the counter of University. Please write your name, degree and seat no. at the back of the demand draft.
3. Incomplete Forms without **attested xerox copy of statements** of marks of final year and other stated documents will **not be accepted**.
4. The **acknowledgement of this form** should be preserved **carefully** and **produced** at the time of **collection of the degree** /diploma certificate on the **day of the convocation**, or as and when the same is collected.
5. Any **complaint** regarding non-receipts of degree / diploma, **issue or receipt** of wrong degree / diploma (viz. name, college, class, subject, year of passing ,etc.) **will be entertained within a period of three months from the date of the concerned convocation. No complaints will be entertained after the specified period.**
6. A passport size photograph, duly attested, should be **pasted on the form at the space provided for it. one additional copy of the photograph should also be enclosed**. Write the **seat no. & Name on reverse side of additional photograph**.
7. Please check the details of convocation programme on web site < www.dypatil.ac.in. which will be notified **two weeks in advance** from **the date of convocation programme**.

For Office Use Only

The applicant's name, academic and other details of the applicant as stated in this application have been checked with the office record and have been found correct/incorrect. Acknowledgement/observation letter issued vide letter No. _____ dt. _____.

*Name & Signature
Officer-in Incharge*

ACKNOWLEDGEMENT SLIP

Original Degree Convocation Application in respect of _____ (Name)
_____ Course _____ has been
duly received and found correct in all respects. Degree will be issued in person/absentia
on production of this receipt.

*Name & Signature
Officer-Incharge*