



# VISVESVARAYA TECHNOLOGICAL UNIVERSITY

"Jnana Sangama", Belagavi- 590018

## Application for the Degree Certificate (DC)(Convocation) issued by VTU

### POINTS TO BE NOTED

- 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
- Fees paid once cannot be refunded.

### DC

By Post	By Hand	Token No.

Name of Student  
(As on Marks Cards)

University Seat Number

Degree for which applied  
(circle the appropriate circle)

P G Dip.  B.E  B.Tech  B.Arch  M.Tec  M.B.A  M.C.A  M.Arch  M.Sc  Ph.D

### Details of Fees

Choose Category "F – Fees to be paid by student" – Examination

Choose one of the below options:

<input type="checkbox"/>	Degree Certificate Fees 800 + 100 penalty per each year <b>For Indians</b>	800+ (100x No of years)
<input type="checkbox"/>	Degree Certificate Fees USD 200 + USD 50 penalty per each year <b>For Foreign nationals</b>	USD. 200+ (USD50x No of years)

Fee paid: \_\_\_\_\_

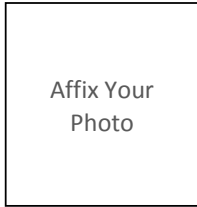
Payment ID: \_\_\_\_\_

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

### Details of Examinations passed:-

No enclosures are necessary:-

Semester	Month & Year of passing	First attempt Total/SGPA	Class /SGPA obtained	Class /CGPA of Degree



Affix Your Photo

To be attested by  
Principal/HoD/  
Gazetted Officer

Degree Certificate particulars :-

Name: \_\_\_\_\_ Year of passing : \_\_\_\_\_ Class obtained: \_\_\_\_\_

Date: \_\_\_\_\_ Candidate Signature: \_\_\_\_\_ Mobile: \_\_\_\_\_

#### Applying by Post

#### Applying by Hand (In person at VTU Belagavi)

Send the filled and signed application form and online receipt of fees paid to the following address:

**Registrar (Evaluation)**  
Visvesvaraya Technological University  
Jnana Sangama  
Belagavi- 590018

Apply before 12:30 pm. Documents will be issued on the same day after 4:30 pm on all working days. Second Saturday of the month is a holiday, other Saturdays are full working days.

### For Office Use Only

Case Worker: \_\_\_\_\_ Special Officer: \_\_\_\_\_

### Postal Address to which Degree Certificate (DC) are to be sent

Name

USN: \_\_\_\_\_

Address

PIN

Mobile: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby solemnly declare and promise that, if admitted to the .....(Name of the Degree), 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 .....

( Name of the College) ..... during ..... to .....

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

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**NOTE**

1. Convocation Application shall be filed 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 WITHOUT FAIL, BEFORE THE DATE OF CONVOCATION.
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 given the Degree in Absentia and the Degree Certificate will be dispatched by speed post to the address mentioned.
6. Candidates applying for convocation during subsequent year 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 FILING APPLICATION DURING SUBSEQUENT YEARS OF COMPLETION OF GRADUATION.**