



SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act 1956 vide notification No.F.9-12/2001-U3 by the Government of India)

Re-accredited by NAAC with 'A' Grade

Founder: Prof. Dr. S. B. Mujumdar, M.Sc., Ph.D. (Awarded Padma Bhushan and Padma Shri by President of India)

**Application form for obtaining Degree / Diploma Certificate pertaining to 1st to 7th Convocation
(Passing Year - April / October - 2004, 2005, 2006, 2007, 2008, 2009 & April 2010)**

(Please read important instructions before filling this form)

To,

The Controller of Examinations
Symbiosis International University,
Gram: Lavale, Tal: Mulshi, Dist.:
Pune – 412 115

Madam,

Submitting application form to obtain Degree / Diploma Certificate.

AJ ACADEMIC DETAILS -	
1) Name of the Alumni:	
2) Name of the Institute:	
3) Name of Degree / Diploma:	
4) PRN:	

BJ PERSONAL DETAILS	
1) Address for dispatch of Degree / Diploma Convocation Certificate	
	State: _____ Pin Code: _____
2) Telephone No. _____ (R)	Mobile: _____
3) E-Mail ID: _____	

CJ PAYMENT DETAILS -			
Bank Name:			
Cash Receipt / DD No.	Dated :	Amount:	

Please check the convocation fees details for payment of convocation fees.

- I wish to collect my certificate personally :
- Please dispatch my certificate to the above mentioned address :

I have carefully read and noted the instructions to candidates 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 shall be responsible for any errors and wrong / incomplete entries by me in this form.

Thanking you,

Signature of the Alumni: _____

Date: _____

INSTRUCTIONS TO THE CANDIDATE

1) CONVOCATION FEES:

Sr. No.	Description	Amount Rs. (For Indian Students)	US \$ (for foreign students)
1)	Degree Certificate	Rs. 3000/- Inclusive postage within India (for outside India Rs. 1500/- extra)	US \$ 100 in Equivalent Indian Rupees (Including postage)
2)	Diploma Certificate	Rs. 1500/- Inclusive postage within India (for outside India Rs. 1500/- extra)	

The prescribed Convocation fees should be paid in the form of Demand Draft of Nationalized Bank in the name of **Symbiosis International University payable at Pune** or paying cash (**Cash timing : Monday to Saturday 10.00 am to 4.00 pm**) in the office of Finance Department, SIU, Lavale. The filled application form to be sent **along with demand draft to:**

The Controller of Examinations, Symbiosis International University, Gram - Lavale, Tal - Mulshi, Dist. - Pune, Pin Code – 412 115 (Maharashtra - India) Tel. No. 020 – 39116223/24/25 Fax: 020 - 39116206, email: convocation@siu.edu.in.

- 2) Incomplete forms or those without accompanying Xerox copy of Grade Sheet or Statement of Marks or Consolidated Statement of Marks or Certificate of Passing will be rejected and no correspondence on this behalf will be entertained.
 - 3) Counter slip of Demand Draft itself is a receipt for payment of fee. It should be preserved carefully till the receipt of Degree/Diploma Certificates.
 - 4) Complaints regarding issue or receipt of wrong degree (viz. name, college, institute, class, subject, year of passing etc.) will be entertained within a period of one month only from the date of receipt of degree/diploma certificate.
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