



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' Grade (3.58/4) | Awarded Category – I by UGC

INSTRUCTIONS TO THE CANDIDATE

1) CONVOCATION FEES DETAILS : (Applicable to students eligible for 1st to 7th Convocation only)

The Convocation fees to be paid through: -

- Demand Draft in favour of Symbiosis International University payable at Pune.
- Debit / Credit Card at SIU, Lavale. **(Timing: - Morning: 9.30 am to 12.30 pm and Afternoon: 2.00 pm to 4.00 pm)**
- Internet Banking (Bank details are given below)

Sr. No	Nature of Certificates	Amount (Indian Students)	USD (for Foreign Students)	Bank details for online payment
I)	Degree Certificate	INR 3000/- (Inclusive of postage within India) If degree certificate is to be dispatched outside India, an additional amount is to be paid by the student: INR 1750/- (through International Speed Post) OR INR 2500/- (through Blue Dart / DHL)	USD 100 in Equivalent Indian Rupees (Including postage)	Symbiosis International University Type of Account : Savings Account Account No. : 050310210000023 Bank Name : Bank of India IFSC code : BKID0000503 MICR No. : 411013011 SWIFT Code - BKIDINBBPMB Branch Address: Erandvane, Karve Road, Pune - 411004
II)	Diploma Certificate	INR 1500/- (Inclusive of postage within India) If diploma certificate is to be dispatched outside India, an additional amount is to be paid by the student: INR 1750/- (through International Speed Post) OR INR 2500/- (through Blue Dart / DHL)		

- Kindly mention Transaction Reference number OR IMPS number on application form and send it to the Controller of Examinations, Symbiosis International (Deemed University), Gram: Lavale, Tal. : Mulshi, Dist.: Pune, Pin Code – 412 115.
- 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.
- Degree/Diploma Certificate will be dispatched by Speed Post / Blue Dart / DHL (as requested) to the concerned candidate within **ten days from the receipt of application form and confirmation of payment, if any.**
- All correspondence regarding this should be made to convocation@siu.edu.in



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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 (Deemed University),
Gram: Lavale, Tal: Mulshi, Dist.:
Pune – 412 115

Sir / Madam,

I, the undersigned would like to obtain my Degree / Diploma Certificate.

A] ACADEMIC DETAILS -	
1) Name of the Alumnus:	
2) Name of the Institute:	
3) Name of Degree / Diploma:	
4) PRN:	

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

C] PAYMENT DETAILS -				
Bank Name:				
Transaction Reference OR IMPS No. / Demand Draft / Cash Receipt 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 Alumnus: _____

Date: _____