

FOR OFFICE USE ONLY

Degree certificate fee Rs.130/- Received.

Name of Examination passed:Class obtained:.....

Month & Year of passing: Seat No. :

DATE:

PLACE:

SIGNATURE OF APPLICATION VERIFYING AUTHORITY

IMPORTANT INSTRUCTIONS: (The Applicant must read these instructions carefully before filling up the degree form)

1. The form submitted after the last date will not be accepted.
2. All the details should be written completely and clearly with legible handwriting (Capital Letters). Form with incomplete details will be rejected.
3. Attested copies of the previous examination mark sheets must be attached with this form.
4. Strike out whichever is not applicable.
5. For*month and year of examination please refer your mark sheet.
6. Degree form will be available in the university office by depositing Rs.10/- in cash during office hours or by sending postal order in favour of "Registrar, Bhavnagar University" with self addressed postal stamped envelope should reach on or before the date published in the newspaper.
7. The Applicant who wants to get more than one degree will have to fill up separate degree form & pay required fees for the same. The Applicant will have to pay Rs.130/-for each degree to be awarded.
8. Degree fees will be accepted between 11-00 a.m. to 2-00 p.m. on the working days (from Monday to Friday) on Saturday Between 11-00 a.m. to 2-00 p.m. (except second & fourth Saturday) by depositing in cash or by sending demand draft Rs.130/- in Favour of "Registrar, Bhavnagar University."
9. Degree fees will not be accepted by money order.
10. If there is a printing mistake in degree certificate, applicant will have to inform with original certificate in the university office within one month after getting degree certificate. Then after he/she will have to pay the fine for the same.
11. Applicant will have to inform university office within month if his/her postal address is changed after filling up the degree form.
12. Applicant should attach the rectified copy of mark sheet if he/she has reassessed his/her result.
13. University is not responsible if degree holder does not get degree certificate sent by post.
14. The Applicants will be awarded the Degree/Diploma either in presence or in obsentia.
15. After the last Date of Submission (without Late Fee) if the applicant submits the degree form within 15 days he will have to pay a late fee of Rs.50/-
16. Once the fee paid by the applicant will not be returned to him or be used for any other purpose in future.
17. The applicant who gave the foreign address for getting degree certificate will have to pay extra for Foreign Airmail charges with the application. If the address is changed the applicant should inform the university within one month after submitting the application form.
18. Graduate or post - graduate whichever degree is to be received the applicant must attach the true copies of mark sheets of all semesters/parts/year/trimesters in the concerned course. While submitting the degree form the applicant must bring original mark sheets which will be returned to him after verification at the submission counter.
19. The degree will be awarded to the applicant as per (Spelling) the Surname, First Name, and Middle Name mentioned in his/her mark sheet.