



Chhatrapati Shivaji Maharaj University
Panvel, Navi Mumbai

Estab. Under Act. XXXII-2018 of Govt. of Maharashtra
Recognized by UGC

For Instruction Refer Page No.2

CONVOCATION REGISTRATION FORM

To,
The Controller of Examinations,
Chhatrapati Shivaji Maharaj University
Panvel, Navi Mumbai

Fee paid :.....Rs. 2500/-.....
Name of Degree:.....
Payment Mode: (1) Online (2) University Cash Counter
Date of transaction:.....
(Please attached transaction slip)

For Office Use Only
CONVOCATION ATENDEE : YES/NO
1.Certificate No.....
2. Dispatch No.....
3. In Person/Post.....
4. Date.....
Office Assistant

1. Full Name in English (Block Letters): _____
(This Name will appear in Certificate)

2. Enrollment No: _____

3. Admitted Program: _____

4. Mobile No. : _____

5. Email-ID: _____

6. Name of Faculty: _____

7. Name of Department: _____

8. Last Appeared Exam: _____ Seat No. _____

9. Result of Last Appeared Exam: _____ CGPA _____

(Please attached grade sheet of all examinations appeared in the University)

Please Paste your Color
Passport Size
Photograph.

I hereby confirm that I will attend the convocation and collect the Degree certificate in person by presenting all required documents.

Date: _____

Yours Faithfully

Place: _____

(Signature of Student)

RECEIVED
Certificate No.....
Date:.....
(Signature of Student/Authorized Person)

CERTIFICATE TO BE RECORDED BY THE HEAD OF THE DEPARMENT

Certified that the eligibility for award of Degree / Migration/Certificate(For Certificate Course only)/ Provisional Degree has been checked with the original of the concerned certificates and found correct. The candidate may be issued the desired certificate.

Signature and seal of the Head of the Department

INFORMATION AND INSTRUCTIONS

Note : Use separate form for each certificate

1. Please enclose copies of all the semester Grade Report attested by concerned Head of the Department.
2. Duplicate Degree Certificate will be issued on the payment of prescribed fees accompanied by affidavit on Non Judicial Stamp Paper of Rs.100/- duly notarizes. Copy of FIR must be attached with form.
3. To Obtain Main Degree in person, applicant must have original Grade Reports with him/her.
4. Applicant can authorize someone to obtain main Degree by giving him/her authorization letter and Original Grade Reports. Original ID proof must be carried by the authorized person and photocopy of same photo ID should be attached with authorization letter.