



Dr. B.R. AMBEDKAR UNIVERSITY, SRIKAKULAM
(Accredited with "B" Grade by NAAC in the First Cycle)
Etcherla – 532410.

APPLICATION FOR OBTAINING DEGREE CERTIFICATE
(UG/PG/M.Phil/Ph.D/CERTIFICATE)

(Read the instructions carefully before filling the application)

IN - PERSON
Affix Latest Colour Photo 3.5 cm x 4.5 cm

Particulars of Remittance of Fee				Remarks (For office use only)
Online payment Details	Transaction Number	Date	Amount	

1. Full Name of the Candidate (In English) (as entered in 10th Class Certificate in Block letters) _____

2. Date of Birth _____

3. Sex (Tick appropriate box) Male Female Transgender

4. Community (Tick appropriate box) OC BC SC ST

5. Physically Challenged / Visually Impaired (Tick appropriate box) PH VI

6. Address to which communication to be sent (write legibly) } _____

a. Phone No. _____
 (with STD code)

b. Mobile No: _____

c. Aadhar No: _____

d. E-mail Id : _____

Pin code

7. Details of the Degree to which the application is now made

(i) Degree Qualified _____ (v) Year of Passing

(ii) Subject / Major _____

(iii) Examination Reg. No. _____ (vi) Year of Admission

(iv) College: _____

UG:

CGPA	Grade	Credit	<u>Performance</u> Classification	Total Marks	Class

PG:

CGPA	Grade	Credit	<u>Performance</u> Classification	Total Marks	Class

Ph.D

Name	Department	Name of the Guide	Title of the Thesis	Year of Award

8. Whether the candidate has already obtained a Under Graduate Degree? If so, give details

a. Name of the Degree and the University from which it was obtained

b. Year of Passing

Reg. No.

9. Whether the candidate has already obtained a Post Graduate Degree? If so, give details

a. Name of the Post Graduate Degree and the University from which it was obtained

b. Year of Passing

Reg. No.

Application defective in any form or insufficient in particulars will be summarily rejected

ENCLOSURES:

1. Prescribed fee: online payment receipt copy or the Demand Draft.
2. Copy of the Provisional Certificate.
3. Copy of the Consolidated Marks Statement qualifying for the Present Degree or Semester grade cards.
4. Copy of the Communication if any, for admitting the candidate to present course as received from this office for transfer of College / University.
5. Copy of the Transfer Certificate issued by the Principal/Director, Centre for Distance Education.
6. Candidates who apply for Post Graduate Degree must enclose their UG Degree Certificate/Basic Degree copy.
7. Candidates who apply for Ph.D Degree must enclose their PG Degree Certificate & Basic Degree copy.

8. Copy of the ID Proof like Aadhaar Card/Voter ID/Driving License, etc.
9. One Passport Size Photo should be enclosed (size 3.5cm x 4.5cm) and the candidate should write his / her name, Register Number & Centre Code of the College/PCP Centre on the back of the photo.

Station :

Date :

Signature of the Candidate

Certified that the particulars furnished have been verified and they are correct.

College Seal with date

Signature of the Principal / Head of University Department

Dr. B.R. AMBEDKAR UNIVERSITY, SRIKAKULAM
ETCHERLA – 532410

DEGREE CERTIFICATE - Instructions to Candidates

1. All the candidates of the U.G. / P.G. courses who have won Prizes or Medals and the candidates who are qualified for Ph.D. since the last convocation shall be admitted to this convocation In-Person.
2. All other candidates shall be permitted to take their degrees **In-Absentia** only.
3. All the candidates who have undergone the Course in Affiliated Colleges and have passed the qualifying examination shall send their application forms through the respective Colleges only. **THE DEGREE CERTIFICATES OF ALL THE CANDIDATES FROM AFFILIATED COLLEGES WHO ARE ADMITTED INTO THE COVOCATION IN-ABSENTIA SHALL RECEIVE THE DEGREE/ DIPLOMA ONLY THROUGH THE RESPECTIVE COLLEGES.**
4. (a) All the candidates who have already qualified for the degrees and have not applied so far can come to the University **In-Person** and should apply through **Tatkal System**.
(b) They have to fill up and submit a separate application form issued by the “Examination **Section**”.
5. The Candidates who have qualified for their programme offered by various departments of Dr. B.R. Ambedkar University, Srikakulam shall send their application forms through the Head of the Department.
6. (a) Graduates of Dr. B.R. Ambedkar University, Srikakulam who apply for the following degrees should enclose all previous attested copy of their original qualifying Degree / Diploma along with the application and the relevant column in the application form should be carefully filled
(b) CANDIDATES WHO HAVE OBTAINED THE BASIC DEGREE FROM UNIVERSITIES OTHER THAN BHARATHIDASAN UNIVERSITY, AND HAVE QUALIFIED FOR A HIGHER / DEGREE AT THIS UNIVERSITY, SHOULD ENCLOSE THEIR ATTESTED COPY OF THE DEGREE CERTIFICATES.
(c) The Present Degree Certificate will be released only on production of the basic degree certificate copy, if any.
7. (a). Candidates should not apply for **Two Degree certificates at a time**.
8. Following are the prescribed fees for admission to the Bachelor, Master Degrees & Professional Degrees, M.Phil., Certificate Course & Diploma.

(a) **FEES PARTICULARS IN DETAIL:**

Current Year	After 1 to 4 Years	After 5 to 10Years	After 11 to 14 Years
Rs. 1000	Rs. 2000	Rs. 2500	Rs. 3000

- (b) Candidates applying for the convocation must apply in the prescribed application form available on the Dr. B.R. Ambedkar University, Srikakulam website www.brau.edu.in along with the convocation fees online (Payment Receipt should be enclosed)
9. (a) Fees once paid will not be refunded/transferred.

- (b) Degree Certificates will be dispatched to the respective Colleges/Distance Education directly from this office as early as possible after the Convocation.

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