



PHOTO  
ATTESTED  
BY PRINCIPAL  
/DEAN OF THE  
INSTITUTION

**APPLICATION FOR ADMISSION TO THE CONVOCATION**

**Application No.**

**Course:**

**Date of Submission to the University:**

Whether the candidate desires to receive the Degree:  **IN PERSON** or  **IN ABSENTIA**  
\*(Not arise if applied after the Convocation)

(Tick whichever is applicable)

1. Name of the candidate (in capitals as per the H.S.C./Equivalent certificate/UG Degree Certificate) :
2. Sex with Date of birth :
3. Father's Name :
4. Permanent address :
5. Contact Phone No. if any :
6. Course (with Branch if any) :
7. Month & Year of last examination passed (with Reg. No) :
8. Date of completion of internship (if prescribed) :
9. Whether obtained/applied for (final) Provisional Certificate: :
10. Name of the Institution from where qualified :
11. Details of remittance of fee :

**Certified that the details & information furnished above are true & correct.**

**COUNTERSIGNED & FORWARDED**

**SIGNATURE OF THE CANDIDATE**

**Signature of Dean/Principal with College seal**  
**Address for sending communication:**

1) To  
.....  
.....  
.....

2) To  
.....  
.....  
.....

Pin Code .....

Pin code .....

Last date for submission of filled in application through the Principal: **06-02-2017.**

**IMPORTANT INSTRUCTIONS TO CANDIDATE**

1. All the eligible candidates who have completed their study/internship and obtained/applied for their (final) Provisional Pass certificate may submit their convocation application to the University through the Institution with the Countersignature of the Dean/Principal of the Institution concerned.
2. 'IN PERSON' means that the candidate has to be present himself/herself physically at the time of convocation to receive the Degree/Diploma. 'IN ABSENTIA' means that the presence of the candidate at the time of convocation is not required and the Degree/Diploma certificate will be sent by post after the Convocation.
3. Application for receiving a Degree/Diploma 'IN PERSON' should reach this office in time fixed by the University. The exact date of Convocation will be 18-03-2017. A CARD OF ADMISSION to Convocation will be sent from the University before the date of Convocation to the candidates who applied for receiving the Degree/Diploma 'IN PERSON'. The application not received in time will be treated for 'IN ABSENTIA'.
4. The attested Xerox copy of the following documents **should be enclosed** with this application **(a)** All the mark sheets of the Undergraduate/ Postgraduate course **(b)** copy of (final) Provisional Pass Certificate **(c)** Copy of Registration certificate with respective council **(d)** CRRRI Completion Certificate and **(e)** copy of the Under Graduate degree certificate in the case of P.G applicants.
5. The following **should also be enclosed**:-  
Two copies of candidate's latest passport size colour photograph put in a small envelope. (Name, course, Registration Number should be written on the back side of one copy)
6. The prescribed Convocation fee is - Rs.2000/-  
Cost of Application Rs.25/-
7. The students who have paid the convocation fee of Rs.2025 (2000+25 cost of application) along with the final year/semester examination fee need not pay the fees again.
8. The prescribed fee should be sent only in the form of a crossed Demand Draft drawn on any Nationalized Banks/Scheduled Banks in favour of the Saveetha University, payable at Chennai. On the backside of the D.D. candidate should write his/her name, registration No., Course and Institution. The fee can also be remitted into the K.V.B Counter at the University premises and the cash remittance Challan be enclosed with the application. The fees once remitted by the candidate will not be refunded.

**REGISTRAR**

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