

Cost of form Rs. 25/-(\$ 5)



**MAHATMA GANDHI UNIVERSITY  
SCHOOL OF DISTANCE EDUCATION**

To be filled in by the Candidate

M.G. Uty Cash  
Counter/SBT/SBI :  
Amount Paid Rs. :  
Date of Payment :  
Pay-in-Slip/D.D No. :

**Application for the .....Degree/Diploma Certificate**

1. Name of the Candidate in full as enrolled in the University records (in block letters)		
2. Student Enrolment No.		
3. Date of Birth		Sex
4. Centre of Examination with Centre Code		
5. Address of the candidate with Pin Code to which the Degree/Diploma should be sent (in block letters)		
6. Permanent Address		

**DETAILS OF THE EXAMINATIONS PASSED**

(Candidate need to fill only the columns of the relevant Courses)

**Note: Attach self attested copies of marklists. (Read the instructions carefully)**

**B.A. / B.Sc. / B.Com. Degree**

Part	Reg. No.	Month & Year	Class	Centre(s)	FOR ALL OTHER DEGREES				
<b>Part I</b> English					Name of the Degree/Diploma: Branch/Optional:				
<b>Part II</b> Additional Language (.....)									
<b>Part III</b> Optional Subjects Main.....					Year/ Semester	Reg.No.	Month & Year	Class	Centre(s) )
Subsidiaries									
Elective									
1.....									
2.....									

Whether applied for revaluation.  
If so give details (Reg. No. Year, Centre)

**M.A. / M.Sc. / M.Com. Degree (Annual / Semester)**

Subject :

Year/Semester	Reg.No.	Month & Year	Class	Centre(s)	Station:
Previous or I / II Semester	.....	.....	.....	.....	Date:..... Signature of the Candidate
Final or III / IV Semester	.....	.....	.....	.....	

**FOR OFFICE USE ONLY**

**INSTRUCTIONS TO CANDIDATE**

1. Candidate should download the application form from the website of the School of Distance Education and remit Rs. 25/- (US\$ 5) as the cost of application along with the fee for Degree Certificate. The website address is [www.sdemgu.org](http://www.sdemgu.org).
2. For obtaining Degree/Diploma Certificate, the candidates have to submit the application in the prescribed form together with the Pay-in-slip/D.D for the prescribed fee.
3. Candidates may submit their application at any time after the publication of the results of the concerned examination. But the Degree/Diploma will be issued only after the first meeting of the Syndicate following the publication of the results of the examination concerned.
4. Applications not in the prescribed form, or defective in any respect will be rejected.
5. Candidates are advised to send their applications by Registered Post (Acknowledgment due) to avoid loss in postal transit.
6. Students enrolled in the Centers in India should remit the fee in terms of Indian Rupees and those outside India should remit the fee in terms of US Dollars.
7. The fee prescribed for the various degree/diplomas are given below:

Master's Degree	Rs.200/- (US\$10)
Bachelor's Degree	Rs.150/- (US \$8)
Diploma	Rs.100/- (US \$5)

Candidates who have not taken their Degree/Diploma within one year after the examination will have to pay additional fees as noted below:

- i. After one year but before the expiry of 5 years      Rs.25/- (US \$5)
- ii. After 5 years      Rs.100/- (US \$5)
- iii. After 10 years      Rs.500/- (US \$25)

8. The fee should be paid as cash receipt from Mahatma Gandhi University Cash Counter or D.D drawn in favour of the Finance Officer, Mahatma Gandhi University, payable at SBT, M.G. University Campus Branch only (code No.669) and forwarded to the Controller of Examinations along with the application. Fees once paid will not be refunded.
9. Candidates who have passed the LL.M examination should send attested copies of their marklists and provisional certificate.
10. Candidates are required to send self-attested copies of marklists and SSLC book/Secondary Certificate (page No.1) along with the application.
11. Candidates should furnish only the relevant details required in respect of the degree for which the application is made.
12. The Degree/Diploma certificates will be sent to the candidate by Registered Post.
13. **FAST TRACK:** Candidates, who are in urgent need of Degree certificate, can obtain the same within 10 days by paying a special fee of Rs.300/- (US\$20 for Overseas students) in addition to the fee for degree certificate, after awarding of the degrees by the Syndicate.
14. If there is any change in revaluation the students have to remit the prescribed fees again for getting revised Degree Certificate.
15. The students of the Off Campus Academic Programme should use only this form to apply for the Degree/Diploma certificate(s).