



Application for the Degree Certificate – “In Person”/ “In Absentia”

1. Whether the candidate desires to receive the Degree

In Person

In Absentia

2. Rank Holders and Medalists are only eligible to receive their degree in person at the time of Convocation for all other degree certificate shall be issued at the time of graduation day of the Institute /college where the candidate studied:

1.	Name of the candidate (In capitals as per the H.S.C / Equivalency certificate):	
2.	Date of Birth and Gender:	
3.	Father's Name:	
4.	Permanent address:	
5.	Contact Phone No. if any	
6.	Program (with Branch if any)	
7.	Month & Year of last examination passed(with Reg.No)	
8.	Whether obtained / applied for (final) Provisional Pass certificate if so enclose copy of it	
9.	Details of remittance of fee:	

Address for sending communication (write your permanent address)

Residential Address:

Pin code-----

Official Address:

Pin code-----

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

Signature of the Candidate



GENERAL INSTRUCTIONS:

1. All the eligible candidates who have completed their study may submit their application for degree certificate by Registered post to the Controller of Examinations of the Vinayaka Missions University.
2. “IN PERSON” means that the candidate has to be present himself / herself physically at the time of Convocation / graduation day to receive the Degree. “IN ABSENTIA” means that the presence of the candidate at the time of Convocation / Graduation day is not required and the Degree Certificate will be sent by post after the Convocation / Graduation. “IN ADVANCE” category means receiving the degree before the conduct of Convocation, in view of a justifiable reason.
3. The following should also be enclosed (a) Two copies of candidate’s latest passport size colour photographs put in a small envelope (Name, Program, Registration Number should be written on the backside of one copy)
4. The fees for Degree certificate under “In Person” , “In absentia” is:

DEGREES/FACULTIES	IN PERSON, ABSENTIA	
	UG	PG
Medical, Dental & Homoeopathy	3000	4000
Nursing, Pharmacy, Physiotherapy, Allied Health Sciences & Law	2000	2500
Engineering, Arch, Arts & Science & Physical Education	2000	2500

5. The reason for applying under in Advance category has to be mentioned in the application and proof for the same to be enclosed.
6. The fee to be paid in the form of DD/ Net banking/ Challan to the account details mentioned below

Name of the account: VMRF(DU) Examination Account
Account no 188702000000294
IFSC code : IOBA0001887
Branch : Ariyanoor, Salem.