

REQUEST FOR COLLECTION OF DEGREE / DIPLOMA CERTIFICATE

(In Person / By Post / Through E- Mail / Authorized Person)

App. Sl.No:

Date :

| | |
|--|--------------------------|
| 1. Register Number | |
| 2. Name of the Candidate | |
| 3. Name of the Degree & Branch | |
| 4. Month and Year of Passing | |
| 5. Communication Address of the Candidate | Mobile No: E-mail ID: |
| 6. Month and Year of Convocation | |
| 7. IF THE DEGREE CERTIFICATE IS COLLECTED BY THE CANDIDATE (In Person / By Post / Authorized Person) I declare that the particulars furnished above are true and request the university authorities to issue my degree certificate. <u>I also declare that if opted for post, the University may not be held responsible incase of Non-delivery of the Degree certificate by postal or courier authorities.</u> I am enclosing the following ID proof issued by the government with photograph : a) b) <p style="text-align: right;">Signature of the Candidate</p> | |
| 8. IF THE CERTIFICATE IS COLLECTED BY THE AUTHORIZED PERSON a) Name of the Authorized person : b) Relationship to the candidate : c) Address of the Authorized person : <p style="text-align: right;">Mobile No :</p> | |

I declare that the particulars furnished above are true and request the university authorities to issue the degree certificate of _____,

hereby I enclosed the following ID proofs:

- a) ID proof of authorized person :
(only issued by the government with photo)
- b) Candidate's ID proof :
(with photo)
- c) Authorization letter from the candidate :
(Mandatory)

Signature of the Authorized person

9. DEMAND DRAFT DETAILS

- a) Name & Place of the Bank :
- b) DD No. & Date :
- c) Amount **INR.(in words)** :

NOTE:

1. **SEARCH FEE** : Search fee will be applicable for the candidates who are obtaining the degree certificate in the following duration:

2. FEE DETAILS

- Less than 3 Months (from the date of Convocation) : No Fees
- Above 3 months to 1 year :INR.1000/-
- Above 1 year to 5 years :INR.5000/-
- Above 5 years :INR.10,000/-

3. Demand Draft (DD) should be drawn in favour of "**SRMIST EXAMINATIONS**", payable at Chennai.

4. The following details should be written on the reverse side of the DD

- Name of the candidate :
- Registration No :

5. **The Candidates' requests for Degree certificate being sent by e-mail to collect the certificate by post within 3 months from the date of convocation should contain the following attachments in their e-mail:**

- Scanned copy of filled Application form
- Provisional Certificate
- Candidate's ID Proof with Date of Birth

FOR OFFICE USE ONLY

Name of the Signatory :

Mode of Dispatch : To THE CANDIDATE/ AUTHORIZED PERSON /
BY REGISTERED POST / SPEED POST / COURIER

Consignment Number With Date :

Signature of the Authority