



RAFFLES UNIVERSITY
Japanese Zone, NH-48, Neemrana-301705

Use Colour
Photo only

APPLICATION FOR DEGREE/ 1ST CONVOCATION, 2018

- Read the instructions carefully before filling the application
- All Awards under this category will be granted in the First Convocation.

The Registrar
Raffles University, Neemrana-301705

Respected Sir,

I have completed my Programme as per the following details and I intend to apply for the award of final Degree/Diploma to be awarded in the 1st Convocation, 2018.

PERSONAL DETAILS (Capital Letters Only)

1. Student Name (English).....
(As per 10th Certificate).
2. Student Name (In Hindi).....
3. Father's Name (English).....
(As per 10th Certificate).
4. Father's Name (In Hindi).....
5. Date of Birth:.....
6. Gender: Male.....Female.....
7. Email (in Capital Letters)
8. Contact Number: 1.....2.....
9. Permanent address/Corresponding Address (**Degree will be mailed to this Address as per Norms**)
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.....
.....
Pin.....Dist.....State.....

PROGRAMME DETAILS

1. Aadhar Number:: (**Kindly attach self-attested Photo copy of Aadhar Card**)

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2. Enrollment Number:.....

3. Roll Number (Last Semester):.....

4. Programme Name:.....

5. Year of Admission:.....

6. Year of Passing: MonthYear.....
(As per Last semester Mark sheet)

7. Name of School:.....

8. Obtained CGPA:.....

Payment Details

1. Amount:.....

2. Date:.....

3. DD No/CHEQUE/NEFT /IMPS /UTR No/:.....

(Kindly attach Payment Receipt with this form, if payment made through online)

I am enclosing self-attested copies of my testimonials from class 10th onwards till latest .I hereby declare that aforementioned information including enclosed documents are true to the best of my knowledge and belief and I am not hiding any information. I have read and understood the rules, regulations of the University. I also agree that the University is empowered to cancel my Degree/ Diploma/Charter Certificate etc., if any information furnished by me is found to be incorrect, misleading or counterfeited.

Thanking You,

Yours Obediently

(Signature of the Candidate)

Name:.....

Date:.....



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INFORMATION ABOUT 1st CONVOCATION, 2018

1. The Raffles University convocation is a special gathering to honor the achievements of their students and acknowledge their success through formal certification.
2. The University's 1st convocation will be held in the month of October/ November, 2018 and onwards also.
3. The exact date, time and venue of the Convocation will be declared in the local newspapers and will be communicated by email to registered students of Raffles University only.

ELIGIBILITY TO PARTICIPATE AS A STUDENT:

- The bonafide student of Raffles University who have successfully completed the Doctoral/ Post-Graduation / Graduation / Diploma Examination and have **NO FEE DUES** with the University are eligible to participate in the 1st Convocation, 2018.
- On the convocation day, students are expected to follow the Dress Code specified by the University as per Convocation Ordinance of Raffles University, Neemrana.
- Strict adherence to code of conduct is expected during the Convocation.
- The student shall be responsible to rectify any objection raised by the office of Deputy Controller of Examinations about the documents within stipulated period before the certificate date of Conduct of Convocation.
- Eligible students procuring Degree shall have to pay for the prescribed dress available within the University Campus adjacent to venue of Convocation. The Payment will be charged by the vendor hired by the University as per norms.

INSTRUCTIONS & PROCEDURE

Each applicant has to download the application from (PDF Format) from the University website (www.rafflesuniversity.edu.in/1convocation2018). Please read the application instructions carefully before filling up the form. Please print a copy of the application and send it to the University. You can also save a copy of the application form for future reference.

The following documents need to be send with the signed printed copy of the submitted application form:

1. Self-attested copy of **10th & 12th Mark sheet/ Certificate**
2. Self-attested copy of **all mark sheets** of your **Degree /Diploma** received by the University. (All semesters/years).
3. Two recent (not older than 6 months) Passport Size **Colour Photographs**.
4. Self-attested copy of **Aadhar Card**, it should be clear and readable.
5. **Migration, Gap Certificate or any other documents** which is mandatory to complete the basic requirement to register a candidate as student at the time of Admission. **(IF NOT SUBMITTED AT THE TIME OF ADMISSION/ ENROLLMENT)**.
6. **Soft copy of Your Photo in JPEG** (Kindly use **good quality of Photo** because this **will be used on the Degree for printing purpose**) and all other documents along with Degree Convocation form and **payment receipt** must be mailed on the email id- coe@rafflesuniversity.edu.in as soon as possible.
7. Last Date of submission of Degree/ Convocation Application form is **01st October, 2018 (Monday)**.
8. An applicant has to pay the fee of **Rs. 2500/- (Rupees Two Thousand Five Hundred Only)** for Degree Certificate through **DD /online payment** in any HDFC Branch and **Rs.**

200/- (Rs Two Hundred Only) additional if you want to receive your Degree Certificate at your residential Address. Kindly attach fee deposit receipt with the application form.

- 9. Your Degree Passing Certificate will be sent to your mentioned Address in the Convocation form after one month from the date of Convocation, if student fail to attend in the Convocation.**

SUBMISSION OF APPLICATION FORM:

1. All the students must have to fill the Application form to get the Degree / Diploma Certificate and send it to the University at the given address.
2. Complete application form as per norms and rules with required attachments) can be submitted via India Govt. Speed Post /Courier addressed to the **Deputy Controller of Examinations, Raffles University Examination Cell, Japanese Zone, Delhi-Jaipur Highway (NH-48) Neemrana, Dist. - Alwar, (Rajasthan) -301705.**
3. **Kindly ensure to fill correct residential Address with PIN CODE in the Convocation form.**
4. Give a correct title on the top of Envelope to be posted to the University “ **APPLICATION FORM FOR 1ST CONVOCATION, 2018**”

DETAILS OF CONVOCATION /DEGREE FEES

Convocation Fees		
1	Diploma/ Graduate Degree	Rs 2500/- (Two Thousand Five Hundred only)
2	Post Graduate Degree /Doctoral Degree	Rs 2500/- (Two Thousand Five Hundred only)
3	Postal Charges	Rs 200/- ((Two Hundred only) (if applicable))

BANK DETAILS OF RAFFLES UNIVERSITY, NEEMRANA FOR IMPS /NEFT/ Cash Deposit in any Branch Of HDFC Bank.

Name of Account Holder: **Raffles University**
Bank Name- **HDFC BANK LTD.**
Account Number: **18381450000026**
IFSC code: **HDFC0001838**
Branch Address: **G 47, NEEMRANA INDUSTRIAL AREA NEAR POLICE STATION, Neemrana-301705**

Payment through DD/ CHEQUE.

If you choose payment through **DD or CHEQUE**, kindly issue it in the Name of “**Raffles University**” and payable at **Neemrana** only.

Please send bank transaction report with UTR number on following emails devender.yadav@rafflesuniversity.edu.in OR coe@rafflesuniversity.edu.in

DEPUTY CONTROLLER OF EXAMINATIONS